

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21522	Hargrove	Thomas	Offender	775412	8/8/2012	Shambberg, Virginia B. (DOC)	DOC HQ staff involved w/ custody demotions from MI3 and policies on how to treat certain offenders	9/17/2012	3 Closed	In Unit	18	18	
12-21523	Rivas	Brian	Offender	357966	8/8/2012	DOC WSP PDU	J&S		0 New	Out of Unit			
12-21524	McKee	Jeffrey	Offender	882819	8/8/2012	Terrell, Paula L. (DOC)	all grievances against Sgt. Hannan, all emails and allegations	5/6/2013	3 Closed	In Unit	3	3	12
12-21525	McKee	Jeffrey	Offender	882819	8/8/2012	Terrell, Paula L. (DOC)	any/all ad-seg waivers, seg auth, ad-seg referral, witness statements, request for advisor, ad-seg review, appeal, law library...etc	9/19/2013	3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21522		No							Thomas Hargrove	
12-21523		No							Brian Rivas	
12-21524		No		2.00					Jeffrey McKee	
12-21525		No		2.00					Jeffrey McKee	***Closed 11/21/13

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21522	8/15/2012	8/15/2012			2012-8	9/28/2012	\$ 4.90	9/14/2012
12-21523		8/15/2012			2012-8	8/15/2012		
12-21524	8/15/2012	8/15/2012		Photocopy	2012-8	4/10/2013	\$ 1.06	4/29/2013
12-21525	8/15/2012	8/15/2012			2012-8	12/12/2013		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21522	<p>Workflow sent to Terri Greaves she suggested asking classification.          Workflow sent to Tami Snell 8/13/2012.          Tami suggested I speak directly to Kevin Bowen /he provided me with the names response for Question 1 of Mr. Hargrove request.          8/15/2012 cost letter sent.          8/28/2012 received letter from Mr. Hargrove asking that we combine all of his outstanding PD request onto 1 CD , I informed him that we do not do that.</p> <p>New cost letter sent per his request to have responsive documents placed onto a CD.</p> <p><b>CLOSED.</b></p>		1.50
12-21523	<p>RS and an e-mail to          CRCC Received directly from staff other than PDC, responsive records. I saved these in Outlook.          WSP No responsive records--see email saved in Outlook.</p> <p>8/23/12 received clarification letter          8/30/12 responded to letter.</p> <p>Sent modified RS to          CRCC Records received and placed in Outlook.</p> <p><b>\$\$Cost letter due 11/14/12\$\$</b></p> <p><b>11/14/12 mailed installment #1 cost letter</b></p> <p><b>CD, actual cost</b>          \$0.79 x 1          \$0.79  <b>Postage</b>          +          \$0.90  <b>Total Cost</b>          \$1.69</p> <p>Records have been reviewed and batesigned and denial complete. These records are 30 pages of grievances.          Sent email to Lori of CRCC to see if Sgt. Hanan has any emails. Response rec'd back indicates no for the requested time period.          12/11/12 ask for a run to be done of HQ Grievances Received and saved in Outlook.          12/14/12 received the dates of employment of Hanan. This email is saved in Outlook.</p>		
12-21524	<p>2/5/13 installment #1 records (30 pages of grievances) mailed</p>	5.00	5.00
12-21525	<p>RS to          CRCC Records have been placed on FTP site under CRCC PDU/PDR. I have placed a request on the admin task que to have staff pull these files off the FTP site.</p> <p>AD Seg request</p> <p><b>\$\$Cost letter due 11/7/12\$\$</b></p> <p><b>11/7/12 extension letter mailed</b></p> <p><b>\$\$New due date for cost letter is 12/14/12\$\$</b></p> <p><b>12/14/12 extension letter mailed</b>  <b>\$\$New due date for cost letter is 2/8/13\$\$</b>          2/8/13 extension mailed  <b>\$\$New due date for cost letter is 4/4/13\$\$</b></p> <p>4/4/13 JG approved cost letter for inst #1, which I mailed</p> <p><b>CD, actual cost</b>          \$0.79 x 1          \$0.79  <b>Postage</b>          +          \$0.92  <b>Total Cost</b></p>		6.50

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12-21522	<p>)You write asking us to provide the names &amp; job titles of the employee's at DOC that were involved with the recent custody demotions from M13 (Long Term) to Medium custody of the Inmates whose ERD is beyond their 80th Birthday a considered serving terms equivalent to LWOP.</p> <p>2) Provide DOC and MCC Policies which authorizes DOC to treat non-life LWOP prisoners as those that were actually sentenced to LWOP by Washington courts.</p>		Initial
12-21523			Initial
12-21524	<p>1. All grievances against CRCC A Unit Sgt. Hannan;</p> <p>2. All e-mails to and from Sgt. Hannan dated between 12/1/11 through 8/16/12;</p> <p>3. All allegations of retaliation and/or misconduct against CRCC A Unit Sgt. Hannan.</p> <p>*****Clarification letter received**** for items #1 and 2 as follows</p> <p>1. All grievances against Sgt. Hannan dated 2008 through August 8, 2012, the date your original request was received in our office;</p> <p>2. All emails sent from or received by Sgt. Hannan that relate to Jeffrey McKee, DOC#882819 for the time period of 2011 through August</p>		Initial
12-21525	<p>1. Each and every and all AD Seg/IMU Review Notice Appearance Waiver (DOC form 05-797), segregation authorization (DOC form 17-075),Administrative Segregation Referral (DOC form 05-101), witness statement(s) (DOC form 05-094), Request for Staff Advisor (DOC form 05-121), Administrative Segregation Review (DOC form 05-092), and any Segregation Appeal for each individual inmate at Coyote Ridge Corrections Center that was placed in segregation related to the incident at Coyote Ridge Corrections Center Law Library on 7/19/12.</p> <p>2. Each and every and all e-mails and meta data related to each individual identified in item #1. The time frame for e-mails and meta data is 7/19/12 through 8/10/12.</p>		Initial

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12-21526	Boyce	Deighton	Offender	860710	8/8/2012	DOC WSP PDU	J&S		0 New	Out of Unit			
12-21527	Carter	Ernest	Offender	746316	8/8/2012	Garland, Kari A. (DOC)	policy 400.280 from 12/2000 and his grievances from 2001	11/8/2012	3 Closed	In Unit	8	8	2.75
12-21528	Stone	Brandie	Offender	345150	8/8/2012	DOC WCCW PDU	all written and audio statements made on her about infractions or investigations @ WCCW	9/18/2012	3 Closed	Out of Unit	0		2
12-21529	Zellmer	Joel	Offender	343003	8/8/2012	Pernula, Theresa L. 'Terry' (DOC)	IFO history report	10/9/2012	3 Closed	In Unit	5	5	2
12-21530	Huffman	Cheryl	Attorney	944275	8/8/2012	DOC ES1 PDU	Jessie Wallin 944275 all chronos that refer to UA's	8/9/2012	3 Closed	Out of Unit	3		1
12-21531	Moncrief	Terry	Offender	973586	8/8/2012	DOC CBCC PDU	signed release paper from ad-seg 11/9/11	10/3/2012	3 Closed	Out of Unit	1	1	
12-21532	Talbert	Harvey	Offender	287531	8/8/2012	Williams, Jennifer J. (DOC)	complete forensic psych eval; all records, emails, and audio recordings that pertain to FPE		0 New	Out of Unit			
12-21533	Armstrong	Patricia	Citizen	901198	8/8/2012	Skewis, Erin K. (DOC)	Grady Mitchell 901198 PREA investigation	10/19/2012	3 Closed	In Unit	11	11	8

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12-21526		No							Deighton Boyce	
12-21527		No		0.25					Ernest Carter	Similar to PDU-22224/Carter and PDU-22453/Carter  Printed grievances from Liberty Web- sorted none responsive in 2001.  08/29/12: Requestor changed dates of docs requested- he is requesting pol cy 00.280 as it was written in 12/01 and 3/02. The responsive policy is two pages and was in effect 2/2/97-2/2/2002. He is also requesting all grievances that he filed dated from 1/2/02 to 10/11/02 concerning his legal name change. There was one grievance located (02028 6)
12-21528		No		1.00					Brandie Stone	Per Jaime Gerken, I sent offender stone the investigation letter.
12-21529		No							Joel Zellmer	8-11-12 RS to T. Coleman by 8-31 Rcv'd 8-14
12-21530		Yes					Chihak & Associates		Cheryl Huffman	
12-21531		No							Terry Moncrief	
12-21532		No							Harvey Talbert	
12-21533		No		1.00					Patricia Armstrong	

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12-21526		8/15/2012			2012-8	8/15/2012		
12-21527	8/15/2012	8/15/2012		Photocopy	2012-8		\$ 2.70	11/28/2012
12-21528	8/13/2012	8/15/2012			2012-8	8/15/2012		
12-21529	8/14/2012	8/15/2012			2012-8	10/31/2012	\$ 1.45	10/5/2012
12-21530		8/15/2012			2012-8	8/15/2012		
12-21531	8/13/2012	8/15/2012			2012-8	8/15/2012	\$ 0.65	10/3/2012
12-21532	8/8/2012	8/15/2012			2012-8	8/15/2012		
12-21533	8/15/2012	8/15/2012			2012-8		\$ 2.65	12/19/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
	<p>\$1.71 Records have been reviewed, but need to be batimestamped. 5/31/13 inst #1 records mailed to C. Jordan and final letter mailed to requestor.</p> <p><b>\$\$cost letter for inst #2 due 7/26/13\$\$</b></p> <p><b>7/26/13 Cost letter for installment #2 mailed</b></p> <p><b>CD, actual cost</b> \$0.79 x 1 \$0.79 <b>Postage</b> + \$0.92 <b>Total Cost</b></p> <p>\$1.71 Records have been reviewed and a denial done. These records are the exact same as the records (inst #2) being offered under PDU-21619.</p> <p>9/19/13 Records and denial form mailed to McKee.</p> <p><b>\$\$Due date for cost letter for #3 12/12/13\$\$</b></p>		
12-21526			
	<p>08/15/12 Mailed int 5-day letter (60/110812) 08/15/12 Sent RS to Policy (due 8/31/12) 08/15/12 Recd docs from Policy-item 1 (2 pgs) (no time reqt) 08/15/12 Reviewed Liberty Web/Grievances - no grievances in 2001 re his name change-no docs for item 2 08/29/12 Recd letter from requestor- hechanged the dates of the documentation requested. 11/08/12 Mailed \$ cost letter (8 pages/\$2.70) 11/28/12 Recd \$ 11/30/12 Mailed docs</p> <p>REQUEST CLOSED - PDU Folder to file room bin</p> <p>12/14/12 The envelope was returned to me stamped "return to sender - inmate committed name and doc number are required" Re-sent using his committed name (Ernest Carter) on the address label.</p>	0.00	2.75
12-21527			
	Received email from Chief Investigator George Gilbert stating "WCCW IIU currently has an open investigation involving offender Brandie Stone #345150. Its alleged offender Stone was conspiring with her mother to introduce contraband into the facility. Investigation still pending"		
12-21528		11.10	
	<p>2012 8-14 mailed initial response 9-25 mailed cost letter for 5 pgs / \$1.45 10-5 rcv'd pmt of \$1.45 10-9 mailed final letter &amp; 5 pgs</p> <p><b>HOURS: 2.0</b> <b>CLOSED</b> 2012 Aug. - 1.25 Sept. - 0.25 Oct. - 0.5</p>		
12-21529			2.00
12-21530	Sent requestor final cost letter stating there are 3 pages of requested documents and that when payment of \$1.05 is rec'd, documents will be mailed out.		
12-21531		0.25	
12-21532			
12-21533	<p>8/15/12 - Mailed int; Next Due 10/19/12 10/12/12 - Mailed \$ letter (11 pgs)</p> <p>10/19/12 - Rec'd payment; Mailed records and letter</p>	2.00	5.00

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12-21526	1. A copy of Policy 400.280 as it was written in December of 2000 2. All grievances that were filed by Le'Taxione concerning his legally changed religious name "Le'Taxione, from 1/1/01 to 12/31/01.		Initial
12-21527			Other
12-21528	Copy of LFO History Report (TAS)		Waiting Someone else
12-21529			Initial
12-21530			Initial
12-21531			Initial
12-21532			Initial
12-21533	all documents related to a PREA investigation involving Grady Mitchell, DOC #901198 from the time the allegations were made to August 8, 2012, the date your request was received.		Initial

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12-21534	Bono	Jeremy	Offender	842528	8/8/2012		any/all records regarding completion of supervision for case # 021009133	9/7/2012	3 Closed	In Unit	3	3	
12-21535	Bono	Jeremy	Offender	842528	8/8/2012		all emails w/ in DOC about himself or his children	5/28/2013	3 Closed	In Unit	20768	20768	43.25
12-21536	Mano	Ceci	Citizen	812648	8/8/2012	Schave, Gaylene R. (DOC)	Del Zimmerman 812648 GED	10/25/2012	3 Closed	In Unit			1
12-21537	Kovacs	Gerald	Offender	312663	8/8/2012	Shamberg, Virginia B. (DOC)	all records regarding case #07-1-03581-4	8/20/2012	3 Closed	In Unit	75	75	
12-21538	Radley	Marcus	Offender	355039	8/8/2012	DOC OCC PDU	visitation application for his son and permission slip for his dad to transport his son	8/14/2012	3 Closed	Out of Unit	0	0	1
12-21539	Brown	Erin	Citizen	332137	8/8/2012	DOC WSP PDU	Juan Ruvalcaba 332137 infraction records		0 New	Out of Unit			
12-21540	Rasmussen	Dana	Other Government Ag	902339	8/8/2012	DOC SRCJC PDU	Craig Weighall 902339 release papers	8/13/2012	3 Closed	Out of Unit	6		
12-21541	Tufts	Amanda	Attorney	968992	8/8/2012	DOC ES1 PDU	Robert Hutsell 968992 PSIs, polygraphs, and sexual history		3 Closed	Out of Unit	96	96	
12-21542	Doshier	JD	Provider		8/9/2012		i/m name, DOB, DOC#, release date, facility name, and status of current offenders		3 Closed	In Unit	726	726	0.5
12-21543	Mendoza	Erika	Offender	832414	8/9/2012	DOC AHCC PDU	Ricardo Campos Aguilar 832414 records from file		0 New	Out of Unit			
12-21544	Hernandez	Vanessa	Other Government Ag	761442	8/9/2012	Pernula, Theresa L. 'Terry' (DOC)	Roy Carter 761442 all DOC records	12/4/2012	3 Closed	In Unit	60	60	3
12-21545	Kahrs	Mike	Attorney	820190	8/9/2012	Garland, Kari A. (DOC)	Richard Blick 820190 quarterly evals	11/2/2012	3 Closed	In Unit	2	2	2
12-21546	Phillips	Matt	Law Enforcement	884910	8/9/2012	Terrell, Paula L. (DOC)	Shawn Avant 884910 archive file-arrest report form	8/14/2012	3 Closed	In Unit			3

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12-21534		No							Jeremy Bono	
12-21535		No							Jeremy Bono	he requested records be emailed to WTTA2@comcast.net.
12-21536		No					Centralia College		Ceci Mano	
12-21537		No							Gerald Kovacs	
12-21538		No							Marcus Radley	No documents identified.
12-21539		No							Erin Brown	
12-21540		No					L&I		Dana Rasmussen	
12-21541		No					Spokane Co. Prosecutor's Office		Amanda Tufts	
12-21542		No					Central Research		JD Doshier	
12-21543		No							Erika Mendoza	
12-21544		No					ACLU		Vanessa Hernandez	Jamie has his FF OMNI - 62 pgs no liberty 8-11-12 OMNI on task que by 9-20 - cmpl'td 9-26 10-3-12 e-mailed Jamie for FF / 10-4 she re-ordered it 10-10-12 scanned per Amanda
12-21545		Yes		1.00			Kahrs Law Firm		Mike Kahrs	
12-21546		No		3.00			CA DOC		Matt Phillips	8/14/12 PD file placed in bin to be filed in PD file room. No port done.

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12-21534	8/15/2012	8/15/2012			2012-8		\$ 1.05	
12-21535	8/15/2012	8/15/2012		Compact Disk	2012-8		\$ 6.82	5/22/2013
12-21536	8/13/2012	8/15/2012			2012-8			
12-21537	8/15/2012	8/15/2012			2012-8	8/15/2012		
12-21538	8/14/2012	8/15/2012			2012-8	8/15/2012		
12-21539		8/15/2012			2012-8	8/15/2012		
12-21540	8/10/2012	8/15/2012			2012-8	8/15/2012		
12-21541		8/15/2012			2012-8	8/15/2012		
12-21542	8/16/2012	8/16/2012			2012-8	8/30/2012		
12-21543		8/16/2012			2012-8	8/16/2012		
12-21544	8/15/2012	8/16/2012		Photocopy	2012-8	12/31/2012	\$ 14.70	11/28/2012
12-21545	8/16/2012	8/16/2012		E-Mail	2012-8		\$ -	
12-21546	8/14/2012	8/16/2012			2012-8	9/17/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21534	8/15/12 int ltr mailed FF put on archive order list routed to SW Region (Jill) 8/20/12 CM prepared for JG - S ltr mailed 9/7/12 records mailed		
12-21535	8/15/12 int ltr mailed/routed, due 9/21.75 hrs 8/23/12 rec'd clarification (was already included in what I routed) 8/24/12 resp to clarification mailed - .5 hrs 10/5/12 \$1 ltr sent (287 pgs on CD) - 2 hrs 11/9/12 records inst 1 mailed - .5 hrs 12/19/12 10 ext ltr mailed (some records compiled - need to be reviewed & attachments converted) - .25 hrs 1/7/13 mailed # ltr 2 (1833 pgs on CD) - 2 hrs 2/1/13 inst 2 mailed & 1.69 refunded (paid for 2 copies) - .75 hrs 3/18/13 5 day ext ltr sent - .25 hrs 3/25/13 \$3 ltr mailed (10,254 pgs on CD) - 2 hrs 4/9/13 inst 3 mailed (10254 on CD) - .5 hrs **inst 4 - searched my email for any responsive re Bono & time period. in Restored Folder in Outlook - .5 hrs 5/8/13 54 ltr mailed (8,394 pgs on CD) clarified - re non-responsive records 4 hrs 5/28/13 clarified - does not want non-responsive attachments inst 4 mailed (8,394 pgs on CD). 75 hrs CLOSED	28.50	14.75
12-21536	Nothing found.		1.00
12-21537	Ordered FF <b>CLOSED.</b>		2.00
12-21538			1.00
12-21539			
12-21540	assigned to Louise Love		0.50
12-21541	E-mailed 96 pages of requested documents to requestor on 8/9/12.		1.00
12-21542	8/13/12 routed to Planning & Research 8/16/12 emailed int ltr 8/30/12 emailed 1 excel doc - 726 pgs. CLOSED		
12-21543	<b>2012</b> 8-15 e-mailed initial response 10-11 e-mailed cost letter for 60 pgs / \$14.70 11-28 rcv'd pmt of 14.70 12-4 mailed final letter & 60 pgs  <b>HOURS: 3.0</b> <b>CLOSED</b> <b>2012</b> Aug. - 0.5 Oct. - 1.5 Nov. - 0.75 Dec. - 0.25		3.00
12-21544	08/15/12 Sent copy of request & signed release via email to Denise - she will fwd to AG's to see if the signed release is sufficient to release SOTP/medical/mental health/CD. 08/16/12 Per AAG: [REDACTED] 2 [REDACTED]  08/16/12 Sent int 5-day response via email (55/110212) 08/17/12 Sent email to Mr. Kahrs to inform him that the release was not HIPPA compliant & attached a copy of the DOC Authorization for Disclosure of Health Information form. 08/17/12 Sent RS to SRCJC (due 9/7/12) 08/23/12 Recd 7 pgs from SRCJC (2 pgs responsive) 11/02/12 Denise did 2nd eye review 11/02/12 Attached two pages to an email - close request  REQUEST CLOSED - PDU FOLDER TO FILE ROOM BIN		
12-21545	08/14/12 INIT&final e-mailed.		2.00
12-21546			

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12-21534	the following records related to Jeremy Bono, #842528 and cause #02-1009133 1. Any and all records regarding the closing of DOC interest on the above mentioned cause on or about 10/30/2003. 2. Any and all records regarding a certificate of finality or completion of supervision.		Initial
12-21535	any and all emails sent to or received by the Department of Corrections regarding any of the following Jeremy Bono, #842528 Jen Bono Chayse Bono Lyric Bono Zhayne Bono Jaedyn Bono Peityn Bono Bailey Brooks		Initial
12-21536	GED testing records for offender Zimmerman #812648 while he was at PLCC		Initial
12-21537	Complete copy of all records regarding case # AA 07-1-03581.		Initial
12-21538			Initial
12-21539			Initial
12-21540			Initial
12-21541			Initial
12-21542			Initial
12-21543			Initial
12-21544	All DOC records on Roy Carter, Jr., DOC # 761442		Initial
12-21545	All quarterly evaluations of Richard Blick, #820190 that were authored by his treatment provider, Rodney Jong		Other
12-21546	1. Records regarding Shawn Avant's, WADOC# 884910, CDC# AE5214 time served in Washington State.		Initial

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12-21559	Brown	Paul	Attorney	315428	8/9/2012	Garland, Kari A. (DOC)	Jonathan Graham 315428 FF, CF, chronos, reports on performance and violations, and education or certificates	5/8/2013	3 Closed	In Unit	130	104	10.5
12-21560	Leitgeb	Matthew	Law Enforcement	726614	8/9/2012	DOC SRCIC PDU	Robert Vederoff 726614 J&S and file material	8/30/2012	3 Closed	Out of Unit	93	93	
12-21561	Smith	Sorrentino	Offender	323622	8/10/2012	DOC ES2 PDU	all polygraph results from 10/08 to present	8/29/2012	3 Closed	Out of Unit	31	31	2.5
12-21562	Koe	Louise	Provider	281977	8/10/2012	DOC ES1 PDU	William Winkler 281977 criminal history and risk assessment		3 Closed	Out of Unit	15	15	
12-21563	Ogan	Billy	Offender	803098	8/10/2012	DOC ES1 PDU	probation violation from 8/2011 and reports filed by CCO Cooper	9/21/2012	3 Closed	Out of Unit	14		
12-21564	Norman	Torrey	Offender	896030	8/10/2012	Peterson, Terrina D. (DOC)	disciplinary hearing, minutes, findings, and audio tape for 10/26/11 infraction, along with staff statements and investigation report	11/27/2012	3 Closed	In Unit	22		
12-21565	Jose	Suarez	Offender	925295	8/10/2012	DOC MCC PDU	birth certificate		0 New	Out of Unit			
12-21566	Lacey	Kenneth	Offender	326378	8/10/2012	DOC AHCC PDU	surveillance from E-2 building and P-4 covering main concourse to dining hall on 7/23/12	9/11/2012	3 Closed	Out of Unit			1
12-21567	Marco	Rodriguez	Offender	887820	8/10/2012	DOC WSP PDU	J&S for case # 03-1-06781-1		0 New	Out of Unit			
12-21568	James	Daniel	Offender	357668	8/10/2012	DOC WSP PDU	J&S		0 New	Out of Unit			
12-21569	Chandler	Terry	Offender	941311	8/10/2012	Skewis, Erin K. (DOC)	tort claim filed on 3/6/12 # 31077256 and every level of his grievance and all the PDR's	10/19/2012	3 Closed	In Unit	14	14	9

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12-21559	Yes			1.50			Federal Public Defender		Paul Brown	OHR-16005, CD-2865  Installment 1 chronos Installment 2 FF, OMNI/program participation print out Installment 3 Liberty  Printed/Scanned chronos Printed 'Offender Participation' from OMNI Reports Printed applicable docs from Liberty - still need to sort, etc.  Per SRCJC- CF is still at CCCC as he released as a MON Per CCCC- no responsive docs in CF
12-21560	No								Matthew Leitgeb	
12-21561	No			2.50					Sorrentino Smith	
12-21562	Yes						Pioneer Victory House		Louise Koe	OHR-16006, CD-2866
12-21563	No								Billy Ogan	
12-21564	No								Torrey Norman	8/28/12 - 5 day letter completed by P. Moore
12-21565	No								Suarez Jose	
12-21566	No			3.00					Kenneth Lacey	
12-21567	No								Rodriguez Marco	
12-21568	No								Daniel James	
12-21569	No			1.00					Terry Chandler	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21559	8/15/2012	8/16/2012		Photocopy	2012-8		\$ 25.62	2/22/2013
12-21560	8/10/2012	8/16/2012			2012-8	8/16/2012		
12-21561	8/17/2012	8/17/2012			2012-8	8/17/2012		
12-21562	8/14/2012	8/17/2012			2012-8	8/17/2012		
12-21563	8/14/2012	8/17/2012			2012-8	8/17/2012		
12-21564	8/20/2012	8/17/2012			2012-8	12/27/2012	\$ 6.79	
12-21565		8/17/2012			2012-8	8/17/2012		
12-21566	8/17/2012	8/17/2012			2012-8	8/17/2012		
12-21567		8/17/2012			2012-8	8/17/2012		
12-21568		8/17/2012			2012-8	8/17/2012		
12-21569	8/15/2012	8/17/2012			2012-8		\$ 4.10	10/19/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21559	08/15/12 Mailed int 5-day response letter (60/110812) 08/15/12 Sent RS to SRCJC (due 9/5/12) 08/17/12 Sent RS to CCCC (due 9/7/12) 08/21/12 Rec'd docs from SRCJC (1.5 hrs time rept) 08/27/12 Per CCCC- no docs in CF (.25 time rept) 11/08/12 Mailed \$ cost letter for Inst 1 (chronos) (56 pages / \$13.70) 12/07/12 Rec'd \$ for inst 1 12/12/12 Mailed docs for inst 1 (35/020513) 02/05/13 Mailed \$ cost letter for inst 2 (48 pages / \$11.92) 02/22/13 Rec'd \$ for inst 2 03/06/13 Mailed docs for inst 2 (inst 3 due 45/050813) 05/08/13 Mailed \$ cost letter for inst 3 (26 pgs / \$6.72)  REQUEST ADMINISTRATIVELY CLOSED DUE TO NON-PAYMENT		
12-21560	Assigned to Lorie Price. Completed 8/30/2012		2.00
12-21561	31 pages emailed 8/29/12, 2.5 hours.		2.50
12-21562	Mailed 15 pages of requested documents to tx provider on 9/11/12.		0.50
12-21563			0.50
12-21564	8/28/12 request re-assigned to me from CCCCDocuments rec'dBegan reviewing for redactions8/29/12Finished reviewing for redactionassigned task to Jamie/Denise for 2nd eyes 9/13/12Rec'd hearing audio 9/18/12extension letter (10/17/12) 10/18/2012Extension Letter (11/28/12) 11/27/12Cost Letter 1/10/13No payment rec'd from requestor, file closed		
12-21565			
12-21566			2.00
12-21567			
12-21568			
12-21569	8/15/12 - Mailed int; Next Due 10/22/12  10/4/12 - Mailed \$ letter (14 pgs)  10/19/12 - Rec'd payment; mailed records and final letter	3.00	5.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-21559	<p>Requested disclosure of the following records that pertain to Jonathan W. Graham, DOC #315428</p> <ol style="list-style-type: none"> <li>1. All chronos</li> <li>2. All CCO reports on performance and violations</li> <li>3. All reports of his participation in education, job training, life skills classes and any certificates awarded.</li> <li>4. All reports on mental health or substance abuse treatment</li> </ol>		Other
12-21560			Initial
12-21561			Initial
12-21562			Initial
12-21563			Initial
12-21564	disciplinary hearing minutes, findings, audio tape and staff's written statements from hearing dated 11/02/11 Investigation report from infraction dated 10/26/11	10/17/2012	Waiting-Someone else
12-21565			Initial
12-21566			Initial
12-21567			Initial
12-21568			Initial
12-21569	You write to request various records related to a tort claimed filed on March 6, 2012, tort claim #31077256. Specifically, you've requested the following records about this tort claim 1. Copy of the tort claim, 2. All grievances that you included/submitted with the claim as evidence 3. All public disclosure requests that you included/submitted with the claim as evidence 4. Any investigation that has been done on the tort claim. Also, the status and when a verdict is expected.		Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21582	Stetson	Bryan	Offender	339734	8/13/2012	Garland, Kari A. (DOC)	all audio recordings of calls to 661-868-4934 on 6/12/12 using pin# [REDACTED] 5		3 Closed	In Unit	0	0	2.75
12-21583	Berg	Sean	Offender	952565	8/13/2012	DOC WCC PDU	proof of identity		0 New	Out of Unit			
12-21584	Ormsby	David	Offender	871432	8/13/2012	DOC AHCC PDU	J&S for cause #041002821	9/11/2012	3 Closed	Out of Unit	15	15	
12-21585	Smith	Chadlen	Offender	326444	8/13/2012	Shamborg, Virginia B. (DOC)	supervision records, reports of alleged violations and findings from hearings; evidence submitted, UA's, list of confiscated items, and policy for medical marijuana	5/13/2013	3 Closed	In Unit	122		
12-21586	Fair	Maurice	Offender	758233	8/13/2012	DOC AHCC PDU	J&S	8/28/2012	3 Closed	Out of Unit	21	21	3
12-21587	Stratton	Donald	Offender	313710	8/13/2012	Schave, Gaylene R. (DOC)	all docs regarding investigation of incoming money order he received that was rejected for mail rejection #071012402 and the name/location of the other offender that also got a money order		3 Closed	In Unit	12		2
12-21588	Monaghan	Cory	Offender	339116	8/13/2012	Terrell, Paula L. (DOC)	LFOs for cause #081000401		3 Closed	In Unit	5		2.75
12-21589	Annema	Chad	Offender	327825	8/13/2012	DOC EVERETT PDU	incarceration dates		0 New	Out of Unit			
12-21590	Moffitt	Warren	Offender	830019	8/23/2012	Shamborg, Virginia B. (DOC)	certificate and order of discharge	8/27/2012	3 Closed	In Unit	2	2	
12-21591	Terry	John	Offender	779905	8/13/2012	Shamborg, Virginia B. (DOC)	Lucas McCollum 779905 anger management TX records, records for victim awareness program, and final probation report	8/23/2012	3 Closed	In Unit	32	32	
12-21592	Potts	Rosie	Citizen		8/13/2012	Terrell, Paula L. (DOC)	Mervyn Lloyd Smith history	8/14/2012	3 Closed	In Unit			
12-21593	Brown	Lavina	Other Government Ag	357462	8/14/2012	DOC SRCJC PDU	Terry Button Last known address		1 Open/In-Progress	Out of Unit			
12-21594	Smith	Ashton	Offender	349411	8/14/2012	DOC CRCC PDU	J&S cause #10-02220-8 and 10-1-06563-1 and arrest history		0 New	Out of Unit			
12-21595	Brooks	Jasen	Offender	761513	8/14/2012	DOC LCC PDU	Certificates received while incarcerated "Hazmat" "Long distance dad" "Stress and Anger Management" or anything on file	8/23/2012	3 Closed	Out of Unit	1		0.25
12-21596	Stroh	Anton	Offender	852068	8/14/2012	DOC MCC PDU	J&S		0 New	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21582		No		0.50					Bryan Stetson	
12-21583		No							Sean Berg	
12-21584		No							David Ormsby	
12-21585		No							Chadlen Smith	
12-21586		No		4.00					Maurice Fair	CRT Williams AHCC Records Main respondent
12-21587		No							Donald Stratton	
12-21588		No		2.00					Cory Monaghan	2/28/13 Closed due to non-payment.
12-21589		No							Chad Annema	
12-21590		No							Warren Moffitt	<b>CLOSED</b>
12-21591		No							John Terry	CD-2873
12-21592		No		2.00					Rosie Potts	8/14/12 Placed PD file in bin to be filed in PD file room. No port done.
12-21593		No					Child Net		Lavina Brown	
12-21594		No							Ashton Smith	
12-21595		No						Yes	Jasen Brooks	
12-21596		No							Anton Stroh	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21582	8/20/2012	8/20/2012			2012-8		\$ -	
12-21583		8/20/2012			2012-8	8/20/2012		
12-21584		8/20/2012			2012-8	8/20/2012	\$ 4.50	
12-21585	8/21/2012	8/20/2012			2012-8	11/2/2012	\$ 29.55	
12-21586	8/15/2012	8/20/2012			2012-8	8/20/2012	\$ 5.70	
12-21587	8/15/2012	8/20/2012			2012-8			
12-21588	8/20/2012	8/20/2012			2012-8	10/17/2012		
12-21589		8/20/2012			2012-8	8/20/2012		
12-21590	8/27/2012				2012-8			
12-21591	8/16/2012	8/20/2012			2012-8	9/14/2012		
12-21592	8/14/2012	8/20/2012			2012-8	9/20/2012		
12-21593	8/15/2012	8/21/2012			2012-8	8/21/2012		
12-21594		8/21/2012			2012-8	8/21/2012		
12-21595	8/16/2012	8/21/2012			2012-8	9/17/2012		
12-21596		8/21/2012			2012-8	8/21/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21582	08/17/12 Sent RS to SCCC (due 9/7/12) 08/20/12 Mailed int 5-day letter (60/111312) 08/22/12 Recd CD from SCCC via campus mail (1 hr time) 10/04/12 Mailed final letter with denial/appeal attached (audio recording of phone calls denied in it's entirety)  REQUEST CLOSED - PDU Folder in file room bin.	1.00	1.75
12-21583			
12-21584			
12-21585	CLOSED/PAST 30 DAYS.		2.00
12-21586		1.00	
12-21587	10/11/12 sent cost letter. 1/24/13 administratively closed; no payment rec'd	1.00	1.00
12-21588	RS to CCD Programs Told me to go through inmate banking. Inmate Banking Records received and placed in Outlook.  \$\$Cost letter due 10/17/12\$\$  ****I returned to work and 5-day letter was not mailed. 5-day letter mailed on 8/21/12***  10/17/12 cost letter mailed Number of Pages 5 x .20 \$.10 Postage + \$.045 Total Cost  \$.145 Records have been reviewed and batesigned. There are no redactions.		
12-21589			
12-21590	Sent as attachment to requestor.		0.50
12-21591	Ordered FF from Records center.  8/23/2012 Responsive records emailed to Mr. McCollums Attorney.  CLOSED.		1.50
12-21592	8/14/12 No matches found in OMNI with the identifiers given by requestor. Emailed requestor with this information.		
12-21593	assigned to Jadean PRivette		
12-21594			
12-21595	Sent Initial Letter to 761513 Jason Brooks USPS Sent Routing Slip to John Locke and Wendy Ellison Sent Cost Letter 8-23-12 2nd notice sent out 9/21/12 10/4/12 still no payment received, doing an administrative close.		
12-21596			

PD LOG #	Requested Items	To Do Date	To Do Status
12-21582			Other
12-21583			Initial
12-21584			Initial
	You have requested disclosure while on supervision to include alleged violations along with the findings from hearings, any evidence that may have been submitted, UA's, and a list of property that was confiscated from your home as evidence and returned to you. Also a copy of DOC's policy for use of marijuana for medical reasons with parolee from Idaho back to Washington.		
12-21585			Initial
12-21586			Initial
12-21587	<p>1. All documents associated with the investigation of an incoming money order address to Donald Stratton DOC 313710 that was rejected by Airway Heights Corrections Center under mail rejection #071012402, excluding the mail rejection notice and the appeal response.</p> <p>2. The name of the offender that allegedly received a money order from the same person that mailed you a money order. Include this offender's DOC number and place of current confinement.</p> <p>a. Is this from the same person that sent you a money order that was rejected under rejection notice #071012402? If this is not correct let me know.</p>		Initial
12-21588	1. legal financial obligations withdrawal acknowledgments for Ferry County Superior Court Cause #081000401, dated 3/18/10 through July, 2012.		
12-21589			Initial
12-21590			Initial
12-21591	You have requested disclosure of Treatment Records, to include Drug Treatment, Anger Management, Victim Awareness Program and Final probation report.		Initial
12-21592	1. Records regarding Mervyn Lloyd Smith, DOB 11/13/30 or 11/30/30		Initial
12-21593			Initial
12-21594			Initial
12-21595	Brooks DOC#761513 - Copies of Certificates for Hazmat, Long Distance Dads and Stress and Anger Management and any other Certificates on file.	9/17/2012	Route
12-21596			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21597	Bruesch	Ron	Provider		8/14/2012	Schave, Gaylene R. (DOC)	David Padilla's Charges of Affidavit of probable cause #12-1-01359-9 and legal history		3 Closed	In Unit			
12-21598	Clemons	Sheree	Offender	897726	8/14/2012	DOC WCCW PDU	J&S	11/8/2012	3 Closed	Out of Unit	17	17	0.5
12-21599	M	Michelle	Other Government Ag	917725	8/14/2012	DOC SRCJC PDU	Nicolas Howe Supervision records	8/16/2012	3 Closed	Out of Unit	0	0	
12-21600	Podrzniak	Richard	Attorney	954222	8/14/2012	Garland, Kari A. (DOC)	David Ramirez High school GED	8/21/2012	3 Closed	In Unit	0	0	2
12-21601	Perine	Tara	Other Government Ag	702230	8/14/2012	Skewis, Erin K. (DOC)	Terry Parker Probation completion and details	9/14/2012	3 Closed	In Unit			
12-21602	Morgan	David	Provider	349719	8/14/2012	DOC SRCJC PDU	Zachary Drury J&S, presentence investigation, law enforcement reports, polygraph examinations, psychosexual psychological psychiatric evaluations.		1 Open/In-Progress	Out of Unit			
12-21603	Morgan	David	Provider	356476	8/14/2012	DOC SRCJC PDU	Steven Prelle J&S, Presentence investigation, law enforcement reports, psychological psychiatric psychosexual evaluations, polygraph examinations		1 Open/In-Progress	Out of Unit			
12-21604	Jones		Citizen		8/14/2012	Schave, Gaylene R. (DOC)	State vehicle log sheets from WCC SCCC CBCC from June 1, 2012 through July 31, 2012		3 Closed	In Unit	453		32
12-21605	Ayscue	Kristen	Citizen	911473	8/14/2012	DOC AHCC PDU	James Groth Booking photo/mug shot	8/15/2012	3 Closed	Out of Unit	1	1	
12-21606	Cook	Ann	Provider	335059	8/14/2012	DOC SRCJC PDU	Amanda O'Neal UA results	8/28/2012	3 Closed	Out of Unit			6
12-21607	Richards	Jane	Attorney	314845	8/14/2012	DOC ES1 PDU	Thomas Bond supervision file		3 Closed	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21597		No					Behavioral Health Programs		Ron Bruesch	
12-21598		No		1.50					Sheree Clemons	11/21/12 final letter and documents sent, after receipt of payment.
12-21599		No					SSA		Michelle M	OHR-16029 CD-2874
12-21600		Yes		2.00			Society of Counsel Representing Accused Persons		Richard Podrzink	
12-21601		No					Federal Bureau of Investigation		Tara Perine	
12-21602		No					David Morgan, PhD Inc		David Morgan	
12-21603		No					David Morgan, PhD Inc		David Morgan	
12-21604		No							Jones	
12-21605		No		1.00					Kristen Ayscue	
12-21606		No					Law Office of Ann W. Cook		Ann Cook	OHR-16030 CD-2875
12-21607		No					Richards Law		Jane Richards	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21597	8/15/2012	8/21/2012			2012-8			
12-21598	8/21/2012	8/21/2012		Photocopy	2012-8	8/21/2012	\$ 4.50	11/21/2012
12-21599	8/14/2012	8/21/2012			2012-8	8/21/2012		
12-21600	8/21/2012	8/21/2012			2012-8		\$ -	
12-21601	8/15/2012	8/21/2012			2012-8			
12-21602	8/14/2012	8/21/2012			2012-8	8/21/2012		
12-21603	8/14/2012	8/21/2012			2012-8	8/21/2012		
12-21604	8/15/2012	8/21/2012			2012-8			
12-21605	8/14/2012	8/21/2012			2012-8	8/21/2012	\$ -	
12-21606	8/14/2012	8/21/2012			2012-8	8/21/2012		
12-21607	8/17/2012	8/21/2012			2012-8	8/21/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21597	Waiting for clarification as the offender info he provided did not bring up an offender in our data base.  10/14/13 Administratively closed		
12-21598		0.30	1.50
12-21599	assigned to Louise love called requestor and they did not want any supervision records. closed out.  08/15/12 Ordered archived CF 08/20/12 Recd archived CF 08/21/12 Reviewed & returned CF 08/21/12 Mailed int 5-day response & final letter combined (no GED located in the CF - referred requestor to the WA State Board for Community & Technical Colleges, NW GED Service Center, PO Box 42495, Olympia, WA 98504-2495)		0.00
12-21600	REQUEST CLOSED - PDU Folder to file room bin	0.00	2.00
12-21601	8/15/12 - Emailed int; 4 pages from OMNI (chronos and Case manage) RS to Sarah Vansot to check w/ Interstate  8/27/12 - Sarah/Kim Pearson states Interstate has no records.  9/14/12 - Emailed requester stating we have no records; file closed.		
12-21602	assigned to TOni Flores		
12-21603	assigned to Tammy Larson		
12-21604	10/31/12 sent cost letter for 453 pages. Need requester's address in order to mail the records. 10/31/12 requester asked to email records; too big to send; then he wanted them sent to him via email by facility. I offered them on a CD. waiting for payment. Administratively closed	26.00	6.00
12-21605	8-14-12 Request received via Outlook. Responded via Outlook this date with OMNI Photo of James Groth DOC 911473. PD closed this date. 8-15-12 Response from requestor received requesting a release of information be signed. HQ direction to refer requestor to Mr. Chad Lewis. 8-15-12 Responded to requestor as such (above).		1.00
12-21606	assigned to Laurie Jenkins Completed and e-mailed to requestor.		1.00
12-21607	Sent 5-day response letter to requestor electronically on 8/17/12. Rec'd e-mail from requestor advising that p's SSOSA was not revoked and no longer needing a copy of his field file.		1.15

PD LOG #	Requested Items	To Do Date	To Do Status
12-21597			Initial
12-21598			Initial
12-21599			Initial
12-21600			Other
12-21601			Initial
12-21602			Initial
12-21603	<p>any and all copies the state vehicle log sheets for the following prisons WCC, SCCC and CBCC for the time period of June 1, 2012 through July 31, 2012.</p> <p>If the following information is not included on or with the vehicle logs please provide copies of records with the following information</p> <p>state vehicle license plate number  make and model of car  name of employee who reserved the vehicle  the destination and purpose of trip  name of the employee who drove the vehicle  date &amp; time vehicle was taken from assigned facility  date &amp; time vehicle arrived at destination  date &amp; time vehicle left destination to return to assigned facility  date &amp; time vehicle was returned to assigned facility  beginning and ending mileage  total mileage driven  amount of gasoline purchased  where gasoline was purchased  type of payment used to purchase the gasoline - (DOT card, state issued credit card, personal credit/debit card, cash)  copy of payment transaction (receipt from service station or copy of credit card statement showing charges and method of payment)</p>		Initial
12-21604			Initial
12-21605			Initial
12-21606			Initial
12-21607			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21608	Durant	Howard	Citizen		8/14/2012	Skewis, Erin K. (DOC)	Any and all records on energy efficient things		3 Closed	In Unit	559		
12-21609	Moncrief	Terry	Offender	973586	8/14/2012	DOC CBCC PDU	Copies of Mr. Stoman's medical credentials, medical/nursing licenses	10/11/2012	3 Closed	Out of Unit	1	1	0.25
12-21610	Peko	Darrell	Offender	862734	8/14/2012	Garland, Kari A. (DOC)	Completion of community service hours	8/21/2012	3 Closed	In Unit	2	2	1.5
12-21611	Shepherd	Kim	Offender	885262	8/14/2012	Terrell, Paula L. (DOC)	Completion of Parole	9/13/2012	3 Closed	In Unit			
12-21612	Neal	Steven	Offender	729156	8/14/2012	Shamborg, Virginia B. (DOC)	Certificate of completion for anger management	8/30/2012	3 Closed	In Unit	8		
12-21613	Vannausdle	Mark	Offender	845800	8/14/2012		Mail activitie reports, mail rejection notices between 3/13/12 through 8/15/12	1/4/2013	3 Closed	In Unit	5	5	3.5
12-21614	Nelson	Ryan	Attorney	630879	8/14/2012		All records for Donald Schneider #630879	1/9/2013	3 Closed	In Unit	450	200	14.25
12-21615	Gordon	Suzanne	Attorney	912188	8/15/2012	Skewis, Erin K. (DOC)	Darrell Cook 912188 visitor's list from 4/2007-present	8/16/2012	3 Closed	In Unit	8	8	1
12-21616	Gordon	Suzanne	Attorney	912188	8/15/2012	Skewis, Erin K. (DOC)	Darrell Cook 912188 mail activity report from 4/2007-present	9/19/2012	3 Closed	In Unit	9	9	
12-21617	Stanton	Janet	Attorney	749783	8/15/2012	DOC SRCJC PDU	Joseph McDaniels 709783 any/all records from CCO Erhardt regarding him and CCAP records	8/22/2012	2 Waiting	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21608		No							Howard Durant	
12-21609		No							Terry Moncrief	
12-21610		No		1.50					Darrell Peko	
12-21611		No		2.00					Kim Shepherd	CD-2876 9/13/12 PD file placed in bin to be filed in PD file room.
12-21612		No							Steven Neal	
12-21613		No							Mark Vannausdle	
12-21614		No					Pierce Co. Dept. of Assigned Counsel		Ryan Nelson	OHR-16189 CD-2939
12-21615		No		1.00					Suzanne Gordon	
12-21616		No		1.00					Suzanne Gordon	
12-21617		Yes					Federal Public Defender		Janet Stanton	not ES2 file

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21608	8/16/2012	8/21/2012			2012-8			
12-21609	8/15/2012	8/21/2012			2012-8	8/21/2012	\$ 0.65	10/11/2012
12-21610	8/21/2012	8/21/2012			2012-8		\$ -	
12-21611	8/22/2012	8/22/2012			2012-8	9/13/2012		
12-21612	8/21/2012	8/21/2012			2012-8	10/11/2012		
12-21613	8/21/2012	8/21/2012		Photocopy	2012-8		\$ 1.45	12/31/2012
12-21614	8/21/2012	8/21/2012		Photocopy	2012-8	2/9/2013	\$ 45.30	11/19/2012
12-21615	8/16/2012	8/22/2012			2012-8			
12-21616	8/16/2012	8/22/2012			2012-8	10/3/2012		
12-21617	8/20/2012	8/22/2012			2012-8	8/22/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21608	<p>8/16/12 - Mailed int; Next Due <b>10/23/12</b>  I sent a RS to Susan. Once I hear back from her (with or without records) I need to ask the requester for clarification on all the items that dont have a timeframe  RS (via Email) to Margaret Hoyer (grants manager)  8/20/12 - Rec'd clarification on item #5 (see <b>RED</b> in requested items box)</p> <p>10/5/12 - Mailed #1 \$ letter (559 pgs)</p> <p>5/20/13 - FILE CLOSED - FILE ROOM</p>		
12-21609	8/15/12 5 day letter sent.		0.25
12-21610	<p>08/21/12 Sent int 5-day response &amp; final response combined- attached 2 pages responsive docs to an email.</p> <p><b>REQUEST CLOSED - PDU Folder to file room bin</b></p>	0.00	1.50
12-21611	<p>Archive file requested.</p> <p>It was discovered this request is a duplicate of PDU-21672, which the requestor already received the responsive records of.  Therefore, a letter was e-mailed on 9/13/12 to the requestor informing her we have closed this PD request as it is a duplicate of 21672.</p> <p><b>\$\$Cost letter due 9/13/12\$\$</b></p>		
12-21612	8/30/2012 sent 8 responsive pages through email.		0.75
12-21613	initial sent 8/21/12 cst sent 10/23/12 fnl sent 1/4/13	1.00	2.50
12-21614	clarification letter sent 8/21/12 initial sent 9/4/12 cst sent 11/5/12 first installment sent 11/27/12 cst sent 1/9/13	4.25	10.00
12-21615	8/16/12 - Emailed int; and 8 pgs of records from InfoPort		1.00
12-21616	<p>8/16/12 - Emailed Int; Next Due <b>10/3/12</b></p> <p>MCC - No Records  WCC - Records Rec'd  WSP - No Records  CRCC - Records Rec'd  SCCC - Records Rec'd</p> <p>9/19/12 - Emailed 9 pages of responsive records</p>		
12-21617	Assigned to Louise Love mailed out USPS, but requestor will not pay until copies are received.		

PD LOG #	Requested Items	To Do Date	To Do Status
12-21608	<p>1. All records, emails, correspondence and grant application for Energy efficient lighting for correctional facilities and perimeter lighting</p> <p>2. All records, emails, correspondence and grant application in reference to Cost Saving Suggestions #1423</p> <p>3. All records, emails, correspondence and grant applications pertaining to the Department of Commerce Energy office and the American Reinvestment and Recovery Act (ARRA) from any DOC employee from January 1, 2005 to August 12, 2012</p> <p>4. All emails, correspondence and records of cost saving suggestions pertaining to energy efficient lighting at Washington State correctional facilities</p> <p>5. All emails to or from the following DOC employees/former employees <b>in reference to or pertaining to Cost savings suggestion #1423, Energy efficient lighting at any DOC facilities, the Department of Commerce Energy office and the American Reinvestment and Recovery Act</b> from January 1, 2005 to August 12, 2012</p> <ul style="list-style-type: none"> <li>a. Eldon Vall</li> <li>b. Bernie Warner</li> <li>c. David Jansen</li> <li>d. Simone Currier</li> <li>e. Susan Grisham</li> <li>f. Gary Myer</li> <li>g. Denise Doty</li> </ul> <p>6. All emails to or from the any DOC employee and Cory Plattenberg, Department of Commerce's Energy Program Manager referencing energy efficient lighting at Washington State DOC facilities from January 1, 2005 to August 12, 2012</p> <p>a. We will interpret this to mean any emails between any DOC employee and Cory Plattenberg. If our interpretation is incorrect please let me know</p>		
12-21609			Initial
12-21610			Other
12-21611	Supervision closure form and CD records.		Initial
12-21612	You have requested disclosure of a certification of completion for your Anger Management requirement. (MRT) this was prior to violating your probation.		Initial
12-21613			Initial
12-21614			Initial
12-21615	1. approved visitors 2. visitation list		Initial
12-21616	Mail Activity Reports from April 2007-Aug 15 2012		Initial
12-21617			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21620	Zellmer	Joel	Offender	343003	8/15/2012	Siverts, Jacqueline L. (DOC)	DOC policy index and policy 450.100		3 Closed	In Unit	37		1
12-21621	Hughes	Robert	Offender	625432	8/15/2012	Peterson, Terrina D. (DOC)	incident report from OK relating to ad-seg	8/22/2012	3 Closed	In Unit	3	3	1.5
12-21622	Williams	Robert	Offender	301865	8/15/2012		commissary receipts for 4/2012 and any transactions	3/27/2013	3 Closed	In Unit	6	0	0.45
12-21623	Portnoy	Bennie	Offender	985162	8/15/2012	DOC LCC PDU	J&S' and terms of probation for cause #'s 101032918, 061046121, 051055938, 031035060	8/16/2012	3 Closed	Out of Unit	47		0.25
12-21624	Horton	Bonnie-Gay	Citizen	930355	8/15/2012	Siverts, Jacqueline L. (DOC)	Coleman Calloway 930355 records from DOSA revoke hearing on 9/28/05	9/24/2012	3 Closed	In Unit	2	2	2
12-21625	Olshefski	Carol	Other Government Agency		8/15/2012		info on Cory Mortensen/Leuck		3 Closed	In Unit	0		2
12-21626	DeWinter	Josh	Citizen	825289	8/15/2012	Peterson, Terrina D. (DOC)	any/all disciplinary records and communication regarding CUS Denise Felton and John Sandoval 825289	10/24/2012	3 Closed	In Unit	122	122	3
12-21627	Norman	Kimberly	Offender	803859	8/16/2012	DOC SRCIC PDU	all UA's from supervision		1 Open/In-Progress	Out of Unit			
12-21628	McWilliams	Scott	Citizen		8/16/2012	Garland, Karl A. (DOC)	any staff member who resigned/quit or retired from DOC from 1/1/08-7/31/12	11/8/2012	3 Closed	In Unit	74	74	2.5
12-21629	Balas	Ryan	Offender	307379	8/16/2012	Schave, Gaylene R. (DOC)	all court transcripts regarding state v. Strickland case 11-1-84-5		3 Closed	In Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21620		No		1.00					Joel Zellmer	
12-21621		No							Robert Hughes	
12-21622		No		2.25					Robert Williams	
12-21623		No						Yes	Bennie Portnoy	
12-21624		No		2.00					Bonnie-Gay Horton	similar to PDU-21233
12-21625		No							Carol Olshefski	
12-21626		No		0.50					Josh DeWinter	
12-21627		No							Kimberly Norman	
12-21628		No		0.50					Scott McWilliams	Is requesting records in electronic format- via email to scottmcwilliams@me.com. Per HR. There is no start date in HRMS and the position title for the past could not be pulled. HR included the job title because the employee could have changed since 2008 to current.
12-21629		No							Ryan Balas	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21620	8/20/2012	8/22/2012			2012-8	8/22/2012	\$ 9.30	
12-21621	8/17/2012	8/22/2012			2012-8	9/22/2012	\$ 1.05	9/10/2012
12-21622	8/17/2012	8/22/2012			2012-8	11/12/2012	\$ -	
12-21623	8/16/2012	8/22/2012			2012-8	9/17/2012		
12-21624	8/17/2012	8/22/2012			2012-8	9/10/2012	\$ 0.85	9/24/2012
12-21625	8/22/2012	8/22/2012			2012-8	8/22/2012		
12-21626	8/17/2012	8/22/2012		E-Mail	2012-8	10/18/2012	\$ -	
12-21627	8/20/2012	8/23/2012			2012-8	8/23/2012		
12-21628	8/22/2012	8/23/2012		E-Mail	2012-8		\$ -	
12-21629	8/20/2012	8/23/2012			2012-8			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21620	1. Received request 08/15/12. 2. Gathered materials 08/17/12 and 08/20/12 3. Sent cost letter 08/20/12 4. 30 days passed. Payment not received. Request closed		1.00
12-21621	8/17/12 1HR Initial response sentRouting Slip to Tam Snell 8/22/12 .5Rec'd documents reviewed for redactionsSent cost letter 9/11/12Sent final letter to requestorSent documents to 3rd party		1.50
12-21622	08/17/12 Mailed initial letter Sent routing slip to pdc's 8/20/12 Mailed out cost letter 8/23/12 Sent routing slip to CI for additional receipts. 10/11/12 Mailed requestor 2nd cost letter 3/27/13-Administratively closed.	0.75	1.50
12-21623	Initial letter sent Routing Slip sent to Records 8/16/12 Cost Letter sent. 9-7-12 2nd Cost Letter reminder sent. 9/7 & 9/15 Cost letters returned for undeliverable address. Mr. Portnoy returned to LCC from work release and so a final notice for payment was sent. No payment has been received as of 10/4/12. Administrative close on 10/4/12.		
12-21624	08-17-12 Sent initial letter. Sent routing slip to Hearings Records Unit for copy of packet due 09-10-12 and requested archived field file. 08-29-12 Cost letter sent. 09-24-12 Payment received. 09-25-12 Final letter and requested documents sent.		2.00
12-21625	fnl sent 8/22/12		2.00
12-21626	8/17/2012 - 5 Emailed initial responseRouting Slip to AHCC 9/18/12rec'd documents from AHCC 9/25/12No records for item 1 10/1/12Enjoinment sent to Denise F-BExtent Letter 10/24/12Documents emailed, file closed		3.00
12-21627	Assigned to Tammy Larson Reassigned to Mike Goolsby		
12-21628	08/22/12 Sent int 5-day response via email (60/111512) 08/22/12 Sent RS to Planning/Research T Greaves (due 9/12/12) 08/22/12 No docs per Planning/Research- check w/HR 08/23/12 RS to HQ HR (due 9/13/12) 08/27/12 Recd doc from HR (see general comments note) (1 hr time reqt) 08/11/12 Sent 74 pages responsive docs as attachment to an email. Close request REQUEST CLOSED - PDU Folder to file room bin	1.00	1.50
12-21629	8/20/12 sent letter of clarification as I am not sure what he is looking for; more information needed for offender info or staff. 2/25/13 no response; administratively closed		

PD LOG #	Requested Items	To Do Date	To Do Status
12-21620	1. A copy of the DOC policy index 2. A copy of DOC policy 450.100	9/20/2012	Prepare letter/denial
12-21621	1. A copy of the Oklahoma Serious Incident report that was referenced in your Administrative Segregation Referral dated 6/27/12.		Waiting-Someone else
12-21622	Robert Williams #301865 commissary receipts for April 2012 and any transactions.	11/12/2012	Other
12-21623	Portnoy (DOC# 985162) J & S, Disposition and Terms of Probation for Cause #'s • 101032918 • 061046121 • 051055938 • 031035060		Route
12-21624	Hearings packet from DOSA Revoke hearing held on 09/28/05.	9/28/2012	Other
12-21625			Initial
12-21626	1. Any Disciplinary records relating to CUS Denise Felton 2. Any and all communications concerning inmate John Sandoval DOC#825289, between June 15, 2012 and August 15, 2012 3. Any and all other records relating to the discipline of Mr. Sandoval between June 15, 2012 and August 15, 2012		Waiting-Enjoinment
12-21627			Initial
12-21628	The full name, start date and end date, ending salary, and ending position title for <b>any and all</b> staff members who resigned/quit or retired from the Washington State Department of Corrections from 1/1/08 to 7/31/12.		Other
12-21629			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21630	Steele	Cheryl	DOC Staff		8/16/2012	Schave, Gaylene R. (DOC)	any correspondence or docs regarding her as a "community volunteer" from 1/1/00-present	12/10/2012	3 Closed	In Unit	472	277	9
12-21631	Coronado	Janie	Other Government Ag	951125	8/16/2012		John Liniger 951125 date of supervision and any violation of supervision	8/20/2012	3 Closed	In Unit	3	3	0.5
12-21632	Webb	Jeremy	Offender	303470	8/16/2012	DOC SRCIC PDU	i/m status certificate		3 Closed	Out of Unit			
12-21633	Davis	Robert	Offender	738414	8/16/2012	Peterson, Terrina D. (DOC)	LFO's; total amount of payments toward King Co.	8/22/2012	3 Closed	In Unit	17		2.5
12-21634	Tuttle	Robert	Offender	313203	8/16/2012	DOC CBCC PDU	I&S and criminal history	9/27/2012	3 Closed	Out of Unit	13	13	0.3
12-21635	Fields	Larry	Offender	781506	8/16/2012	Peterson, Terrina D. (DOC)	CF and ESR conclusions	8/29/2012	3 Closed	In Unit	1		1.5
12-21636	Kozol	Steven	Offender	974691	8/16/2012	Pernula, Theresa L. 'Terry' (DOC)	any/all communications involving Michael Watkins, Cheryl Sullivan, Clint May, Pat Gleve or anyone regarding mail rejection 35939	11/28/2012	3 Closed	In Unit	71	71	7.75
12-21637	Booker	Dominique	Offender	339888	8/16/2012	Garland, Kari A. (DOC)	any/all education degrees, certificates, training for PA Stoman, Johnson and Pierce @ CBCC	1/18/2013	3 Closed	In Unit	2	0	2
12-21638	Johnson	Anthony	Offender	754033	8/16/2012	DOC CCCC PDU	release papers		3 Closed	Out of Unit	12	12	1.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21630	No								Cheryl Steele	
12-21631	No			0.50			US Probation		Janie Coronado	
12-21632	No								Jeremy Webb	
12-21633	No								Robert Davis	
12-21634	No			0.30					Robert Tuttle	
12-21635	No			1.00					Larry Fields	
12-21636	No								Steven Kozol	8-29-12 RS to SCCC by 9-20 Rcv'd 9-13 8-29-12 RS to M. Watkins by 9-20 Rcv'd 9-27 8-29-12 RS to A. Witten by 9-20 Rcv'd 9-6 8-29-12 RS to R. Myer by 9-20 Rcv'd 8-30 / 9 pgs 9-6-12 e-mail to SCCC, M. Watkins, A. Witten 9-27-12 sent to email contents to Theresa Pernula 9-27-12 e-mail to M. Watkins 9-27-12 sent email with scanned images
12-21637	No			0.50					Dominique Booker	After receipt of pmt for inst 1, need to process injunction for inst 2
12-21638	No			1.00					Anthony Johnson	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21630	8/20/2012	8/23/2012		Photocopy	2012-8		\$ 103.75	11/30/2012
12-21631	8/17/2012	8/23/2012			2012-8	8/23/2012	\$ -	
12-21632	8/20/2012	8/23/2012			2012-8	8/23/2012		
12-21633	8/17/2012	8/23/2012			2012-8	9/20/2012	\$ 4.45	
12-21634	8/16/2012	8/23/2012			2012-8	8/23/2012	\$ 3.48	9/27/2012
12-21635	8/17/2012	8/23/2012			2012-8	9/20/2012	\$ 0.65	8/29/2012
12-21636	8/22/2012	8/23/2012		Compact Disk	2012-8	11/30/2012	\$ 1.69	11/19/2012
12-21637	8/23/2012	8/23/2012		Photocopy	2012-8		\$ -	
12-21638	8/21/2012	8/23/2012			2012-8	8/23/2012	\$ 3.70	8/31/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21630	11/19/12 sent \$ letter rec'd payment and sent 277 pages on 12.6.12. Pages 278 - 472 were an incomplete investigation. I kept checking to see if final had been completed 12/6/12 confirmed it was not complete. Maggie Stout has not finalized with Ms. Steele to give sanction/disc. if any. Sent reimb. of \$45.75 A19- today	3.00	6.00
12-21631	08/17/12 Emailed initial letter to Janie Coronado.08/20/12Emailed responsive documents to Janie Coronado.		0.50
12-21632	assigned to Maureen Carter completed on 8/21/12		
12-21633	8/17/2012 1 Initial ResponseRouting Slip to Tina Coleman8/22/12 1Cost Letter SentRec'd documents and reviewed for redactions 11/6/12No payment rec'd... Request closed.	0.50	2.00
12-21634		0.15	
12-21635	8/17/12 1 requested clarification on if he wants copy of CF or just review.Sent cost letter for 1pg of the ESRC decisions08/29/12Rec'd paymentmailed documentssent email to schedule his CF review at the facility		
12-21636	2012 8-22 mailed initial response 8-30 rcv'd clarification re #2 9-7 mailed response to letter of 8-30 11-1 mailed cost letter for 71 pgs / \$17.30 11-19 rcv'd pmt of \$1.69 11-28 mailed final letter & 71 pgs on CD  <b>HOURS: 5.75 + 2.0 PDC</b> <b>CLOSED</b> 2012 Aug. - 0.75 Sept. - 1.25 Oct. - 0.5 Nov. - 3.25 + 2.0 SCCC	2.00	5.75
12-21637	08/23/12 Sent RS to CBCC (due 9/12/12) 08/23/12 Mailed int 5-day response letter (65/112312) 09/12/12 Recd docs fr CBCC (no time reqt) 11/09/12 Sent email to CBCC to see if she located any more docs; as she previously indicated there may be more 11/13/12 Per CBCC - no more docs 11/21/12 Mailed ext (38/011813) 01/18/13 Mailed \$ cost letter for inst 1 (2 pgs/\$0.85) 01/30/14 Request closed due to non payment  <b>REQUEST CLOSED - PDU Folder to file room bin</b>		2.00
12-21638	08/21 Responsive documents from records. Cost letter sent. pm  09/13 payment was received 08/31/12 and financial unit didn't recognize it was payment for a PDR. Researched if received after his call and documents were promptly sent.pm		

PD LOG #	Requested Items	To Do Date	To Do Status
12-21630	<p>A copy of any emails, letters, notes or other documentation that pertains to Cheryl Steele, as a "community volunteer" involved in the West Central Neighborhood Council, West Central Steering Committee, Spokane C.O.P.S., West Central Alcohol Impact Area or any other community activity that may have caused question regarding her employment with DOC from the following people who are employed by the Department of Corrections for the dates between January 1, 2000 to current date of receipt of request August 15, 2012</p> <p>Bernie Warner      Dan Pacholke      Earl Wright      Supt. Maggie Miller-Stout      Supt. Rob Herzog      Assoc. James Key      CPM Mike Klemke      CPM Paula Henderson      CUS Denise Felton      CUS Bill Stockwell      CS Jack Brucik      Lt. Karen Jasper      Human Resources at AHCC      Personnel for DOC - <b>I am getting clarification on this one</b></p>		
12-21631	Start and End date Supervision and any violation of supervision history for offender John Francis Liniger #951125.	9/14/2012	Route
12-21632			Initial
12-21633	-Total payments made by Mr. Davis toward King County Superior Court cause No. 94-1-03036-8		Waiting-Someone else
12-21634			Initial
12-21635	1. Inspection of Central File 2. Copy of the End of Sentence Review Committee decisions.		Waiting-Someone else
12-21636	<p>1. Any &amp; all records of communications involving Michael Watkins of HQ, Sgt. Sullivan, Capt. May, and Supt. Glebe all of SCCC, as well as any other DOC or state employee regarding mail rejection # 35939. <i>Documents will not be gathered from any other state employee outside of the DOC.</i></p> <p>2. All records related to the offender mail policy referenced in the June 8, 2012, letter to you from Michael Watkins.</p>		Initial
12-21637	any/all educational degrees and certificates; medical degrees and certifications; medical training certificates of completion; college/university degrees of medical qualifications; and any/all DOC training for the following medical staff at CBCC PA Najibullah Stoman, PA Johnson and PA Pierce.		Other
12-21638			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21654	Morgan	David	Provider	800880	8/17/2012	Peterson, Terrina D. (DOC)	Roy Fest 800880 J&S, PSI, police reports, and polygraphs		3 Closed	In Unit	74	74	6
12-21655	Smith	Irene	Other Government Agency		8/17/2012		list of all armed officers in DOC CCD		3 Closed	In Unit	11	11	
12-21656	Blum	Brandon	Offender	348201	8/17/2012		any emails regardin his law library transfer or access from 3/1/12-8/15/12	3/27/2013	3 Closed	In Unit	132	0	4.75
12-21657	Harris	Jerry	Offender	992763	8/17/2012	Siverts, Jacqueline L. (DOC)	WSP operational memorandum 320.415 and all attachments and revisions	9/11/2012	3 Closed	In Unit	65	65	2
12-21658	Halvorson	Scott	Offender	919343	8/17/2012	Shamborg, Virginia B. (DOC)	DOC monetary supervision fees he paid for cause #86-1-00319-4 from 6/6/96-2006	8/27/2012	3 Closed	In Unit			
12-21659	Berrigan	Jane	Offender		8/17/2012	Garland, Kari A. (DOC)	any LFO's or record showing she doesn't owe anything	8/24/2012	3 Closed	In Unit	0	0	1
12-21660	Turner	Victor	Offender	861611	8/17/2012	Schave, Gaylene R. (DOC)	nutritional facts regarding Halal diet @CRCC and facts for specific items @AHCC		3 Closed	In Unit	58		2
12-21661	Turner	Victor	Offender	861611	8/17/2012	Schave, Gaylene R. (DOC)	building code info regarding minimum distance between exhaust vent and any obstruction		3 Closed	In Unit			
12-21662	Thayer	Steve	Attorney	314953	8/17/2012	DOC SRCJC PDU	Jonathan Brumfiel 314953 FF		1 Open/In-Progress	Out of Unit			
12-21663	Rogers	Melony	DOC Staff		8/17/2012	Peterson, Terrina D. (DOC)	case # 10-1553; all correspondence, faxes, kites, grievances, interviews (including recorded)	9/24/2012	3 Closed	In Unit	30	30	
12-21664	Lewis	Edward	Other Government Ag	776331	8/17/2012		Randall Koerner 776331 photo, if he's on probation, STG status	8/27/2012	3 Closed	In Unit	2	2	2.25
12-21665	Swartz	Robert	Attorney	760269	8/17/2012	Terrell, Paula L. (DOC)	Robert Schwartz 760269 medical billing records	8/24/2012	3 Closed	In Unit			2.5
12-21666	Durant	Howard	DOC Staff		8/20/2012	Schave, Gaylene R. (DOC)	any/all receipts, purchase orders for DOC uniforms from 1/1/11-8/18/12 and any/all emails for the request or approval of them	11/15/2012	3 Closed	In Unit	190		21.5

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21654		Yes							David Morgan	OHR-16078
12-21655		No					WFSE/AFSCME		Irene Smith	**List OK to release per Tom & Anna A.**
12-21656		No		4.75					Brandon Blum	Inquire on item #9 after payment has been received.
12-21657		No		2.00					Jerry Harris	
12-21658		No							Scott Halvorson	
12-21659		No		1.00					Jane Berrigan	
12-21660		No							Victor Turner	
12-21661		No							Victor Turner	
12-21662		No							Steve Thayer	
12-21663		No							Melony Rogers	
12-21664		No					WA state Licensed Investigative Agency		Edward Lewis	emailed the records
12-21665		Yes		2.50			Hollenbeck, Lancaster, Miller, & Andrews		Robert Swartz	OHR-16083 8/24/12 file placed in bin to be filed in PD file room. No port done.
12-21666		No							Howard Durant	T. Fithian & G. Miller will have records.

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21654	8/20/2012	8/24/2012		Compact Disk	2012-8	8/31/2012		
12-21655	8/24/2012	8/24/2012			2012-8			
12-21656	8/20/2012	8/24/2012			2012-8	11/23/2012	\$ -	
12-21657	8/20/2012	8/24/2012			2012-8	9/10/2012		
12-21658	8/24/2012	8/24/2012			2012-8	8/24/2012		
12-21659	8/24/2012	8/24/2012			2012-8		\$ -	
12-21660	8/20/2012	8/24/2012			2012-8			
12-21661	8/20/2012	8/24/2012			2012-8			
12-21662	8/20/2012	8/24/2012			2012-8	8/24/2012		
12-21663	8/20/2012	8/24/2012			2012-8	10/26/2012	\$ 1.69	
12-21664	8/24/2012	8/24/2012			2012-8	9/24/2012	\$ -	
12-21665	8/24/2012	8/24/2012			2012-8	8/24/2012		
12-21666	8/21/2012	8/27/2012			2012-8			

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21654	8/20/12 .5 Ordered Field File (8/17/12)Initial Response sent 8/23/12 1FF rec'd Found Polys/treat, no Police Reports Ordered CF to double check for P/R 8/27/12 3Redacted/reviewed documents assigned task to Jamie/Denise due 8/31/12 Double checked FF for SO treatment report(none) 8/28/12 Checked CF for police reports and treatment reports. none in the file. 8/30/12 Documents mailed on a disk to requestor		6.00
12-21655	8/24/12 int ltr emailed/routed to E, NW, SW Regions 10/1/12 emailed ext ltr - DV checking with Tom 10/8/12 emailed 11 pgs of records. CLOSED		
12-21656	08/20/12  Mailed initial & clarification letter/Routed requests to pdc's 10/23/12 Mailed 1st installment letter 3/27/13- Administratively closed. No payment received.	2.00	2.75
12-21657	1. Received request 08-17-12. 2. Routed request to WSP PDU on 08-20-12. 3. Sent initial letter on 08-20-12. 4. Cost letter sent 08-23-12 5. Request by offender to email records to wife 09-04-12 6. Records emailed to wife with letter and another final letter sent to offender. 09-11-12.	0.50	1.50
12-21658	Virginia, Kim and I have both looked through this offenders account and he has never had or paid Cost of Supervision (COS) fees...so we have nothing for this offender...thanks, Pam  <b>CLOSED.</b>	0.25	1.00
12-21659	08/23/12 Mailed int 5-day response & final letter combined  REQUEST CLOSED - PDU Folder to file room bin	0.00	1.00
12-21660	10/15/12 \$ letter sent for 58 pages no payment rec'd; administratively closed		2.00
12-21661	Both Capitol Planning and some facilities say they need specific information regarding the codes for vents and obstructions type of vents, where vent located to exact area and the type of exact obstruction. Requester was told building codes are the county responsibility and he should contact the county in which he is seeking the building codes. Waiting for him to clarify before proceeding further.  2/25/13 no response; administratively closed		
12-21662	Assigned to Jadean Privette		
12-21663	8/20/2012 1 Initial response sent Workflow Assigned to Heather Boe 8/28/2012 rec'd report from H. Boe 8/29/12 reviewed for redactions New routing slip to WCCW checking for more info 9/6/12 WCCW asked for extention to 9/13/12 9/13/12 Follow up to WCCW NO records from WCCW task to Denise/Jamie for review 9/24/12 Documents emailed/cost letter for cd sent 11/6/12 no response/payment from requestor/request closed	2.50	3.00
12-21664	cst sent 8/24/12 fnl sent 8/27/12		2.25
12-21665	RS already done to Medical Billing No records found. See e-mail.  INI&final e-mailed and sent hard copy on 8/24/12.		
12-21666	11/15/12 \$ letter for 190 pages No payment received; Administratively closed	13.50	8.00

PD LOG #	Requested Items	To Do Date	To Do Status
12-21654	1. Judgment & Sentence, Pre-Sentence Investigation, Police Reports, All Sex Offender treatment reports, evaluations and Polygraphs	10/1/2012	Prep Records
12-21655	the lists of all armed community corrections officers currently working for the Department of Correction by region and then by officer name.		Initial
12-21656	1. Any electronic emails from CUS Ingram (WSRU) to WSRU Law Librarian Ms. Dominique-Kastle regarding (Brandon Blum, #348201) law library access or law library transfer dates between 3/1/12 thru 8/15/12. 2. Any electronic emails from CUS Ingram (WSRU) to Cathy Kopoian regarding Blum's law library access or law library transfer dates between 3/1/12 thru 8/15/12. 3. Any electronic emails from CUS Ingram (WSRU) to Kevin Bowen (HQ Classification) regarding Blums law library access or law library transfer dates between 3/1/12 thru 8/15/12. 4. Any electronic emails from Kevin Bowen to Ms. Dominique-Kastle regarding Blums law library access or law library transfer dates between 3/1/12 thru 8/15/12. 5. Any electronic emails from Kevin Bowen to CUS Ingram regarding Blum's law library access or law library transfer dates between 3/1/12 thru 8/15/12. 6. Any electronic emails from Kevin Bowen to Cathy Kopoian regarding Blum's law library access or law library transfer dates between 3/1/12 thru 8/15/12. 9. Any electronic files containing "Blum", "law library" and "law library transfer" produced from 3/1/12 thru 8/15/12.	11/23/2012	Other
12-21657	1. A copy of WSP OM 320.415. 2. Any and all attachments, memorandums, updates, or other records pertaining to this OM.	9/24/2012	Other
12-21658	You have requested disclosure of the following A month by month, year by year record of DOC (OMMU) Monetary supervision fees paid by you or your mother Karol A. Saito on your behalf as she has power of attorney regarding cause #86-1-00319-4. Specifically the supervision fees paid to DOC between 6/6/1996 up until 2006		Initial
12-21659	A document from the Department of Corrections (DOC) that states that there is no record of a Jane Berrigan with the DOC.		Initial
12-21660	A copy of the Halal Diet being served at mainline at Coyote Ridge Corrections Center, nutritional facts regarding statewide mainline (4 week cycle) and the nutritional and the nutritional facts for the Butter Brickle Muffins and Bran Muffins made at AHCC.		Initial
12-21661	A copy of the building code information regarding the minimum distance between an exhaust vent and any obstruction		Initial
12-21662			Initial
12-21663	1. All e-mail correspondence, paperwork, faxes, copies, kites, grievances and interviews from everyone that was interviewed in PREA case# 10-1553	9/20/2012	Waiting-Someone else
12-21664			Initial
12-21665	1. Reports, correspondence, memoranda, medical billings, records containing information relating to drug, alcohol, mental health, and health records.		Initial
12-21666			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21667	Lipinski	John	Offender	893835	8/20/2012	DOC AHCC PDU	investigation file regarding 603 infraction on 9/18/11	12/24/2012	3 Closed	Out of Unit	11	11	3
12-21668	Gordon	Michael	Citizen	126645	8/20/2012	Riley, Robin L. (DOC)	Robert Nicholson 126645 most recent ISRB decisions	8/20/2012	3 Closed	Out of Unit			0.5
12-21669	Kidwell	Jesse	DOC Staff		8/20/2012		any correspondence to/from specific staff regarding visitor complaints, comments, or grievances for CRCC visitation dept. from 3/1/11-9/1/12	2/21/2013	3 Closed	In Unit	916	916	15.75
12-21670	Russell Law	Paralegal	Attorney	342244	8/20/2012	DOC CBCC PDU	Chatri Thip 342244 CF	9/7/2012	3 Closed	Out of Unit	31	31	3.5
12-21671	Bachmann	Laura	DOC Staff		8/20/2012	Peterson, Terrina D. (DOC)	all docs pertaining to investigation case # 07-0001-12-3124	8/21/2012	3 Closed	In Unit	0	0	
12-21672	Shepard	Kim	Offender	885262	8/20/2012	Siverts, Jacqueline L. (DOC)	completion of supervision	8/30/2012	3 Closed	In Unit			
12-21673	Grand	Keith	Offender	959875	8/20/2012	DOC MCC PDU	section 1 of CF		0 New	Out of Unit			
12-21674	Hunt	Donald	Offender	786516	8/20/2012	Peterson, Terrina D. (DOC)	any/all docs pertaining to legal duty to provide i/m's access to courts and list of legal reference materials	10/10/2012	3 Closed	In Unit	23	23	4.5
12-21675	Pratka	Jaime	Provider	353959	8/20/2012	DOC SRCJC PDU	Pamela Scott 353959 psychosexual evals, police reports, and sentencing court docs	10/3/2012	3 Closed	Out of Unit	45	45	
12-21676	Kolesnik	Michael	Offender	863743	8/20/2012		all correspondence, emails or docs related to the amendment of Section F of OHP on 11/12/12 and for WAC 137-91-010 of 2010	9/10/2012	3 Closed	In Unit	0	0	1
12-21677	Papka	Devin	Offender	358391	8/20/2012	DOC WSP PDU	J&S		0 New	Out of Unit			
12-21678	Alejandro	Alberto	Offender	745108	8/20/2012	Siverts, Jacqueline L. (DOC)	CF, emails, letters, chronos - any disclosable docs about himself	5/29/2013	3 Closed	In Unit	706	706	17
12-21679	Alejandro	Alberto	Offender	745108	8/20/2012	Siverts, Jacqueline L. (DOC)	CF and all transactions in his trust account		3 Closed	In Unit	31	31	3.2
12-21680	Kelly	Tim	Offender	858308	8/20/2012	DOC CRCC PDU	any/all reports and evidence in 710 infraction on 8/2/12 and the outcome from 8/13/12		0 New	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21667		No		2.00					John Lipinski	End Retention 12-25-2019
12-21668		No		0.50					Michael Gordon	
12-21669		No		15.75					Jesse Kidwell	
12-21670		No		2.00			Russell Law Firm		Paralegal Russell Law	
12-21671		No		1.50					Laura Bachmann	
12-21672		No		0.50					Kim Shepard	CD-2897
12-21673		No							Keith Grand	OHR-16084
12-21674		No		4.50					Donald Hunt	We have no records/documentation in Prisons Command B pertaining to this request.
12-21675		Yes					Northwest Treatment Services		Jaime Pratka	
12-21676		No		1.00					Michael Kolesnik	
12-21677		No							Devin Papka	
12-21678		No		28.00					Alberto Alejandro	OHR-16222
12-21679		No		1.70					Alberto Alejandro	
12-21680		No							Tim Kelly	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21667	8/27/2012	8/27/2012			2012-8	8/27/2012	\$ 2.85	
12-21668	8/20/2012	8/27/2012			2012-8	8/27/2012		
12-21669	8/21/2012	8/27/2012		Compact Disk	2012-8	2/21/2013	\$ 3.38	1/31/2013
12-21670	8/20/2012	8/27/2012			2012-8	8/27/2012	\$ 7.93	9/7/2012
12-21671	8/20/2012	8/27/2012			2012-8	9/10/2012		
12-21672	8/22/2012	8/27/2012			2012-8	8/27/2012		
12-21673		8/27/2012			2012-8	8/27/2012		
12-21674	8/21/2012	8/27/2012		Compact Disk	2012-8	11/10/2012	\$ 1.69	11/6/2012
12-21675	8/23/2012	8/27/2012			2012-8	8/27/2012		
12-21676	8/21/2012	8/27/2012			2012-8	10/10/2012	\$ -	
12-21677		8/27/2012			2012-8	8/27/2012		
12-21678	8/22/2012	8/27/2012		Compact Disk	2012-8	4/24/2013	\$ 1.71	5/22/2013
12-21679	8/22/2012	8/27/2012			2012-8	8/27/2012	\$ 1.69	10/18/2012
12-21680		8/27/2012			2012-8	8/27/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21667	9-10-12 D. Vaughan replies "No concerns with release". 9-11-12 Cost ltr sent.		3.00
12-21668	E-mailed copy of last Decision and Reasons dated May 13, 2008 on 8-20-2012. Robin Riley  08/21/12 Mailed initial letter/Routing slip to pdc's 08/23/12 Emailed Mr. Kidwell-informing him that we cannot provide records for future dates. Notified him that we will provide documents thru 8/20/12, the date that we received his request. Rerouted routing slip, informing pdc's that records should be provided thru 8/20/12. 10/12/12-Emailed cost letter for 1st installment. 10/26/12-Emailed requestor notifying him that we will mail 1st installment on or before 11/2/12. 11/2/12-Mailed 1st installment. 12/12/12-Mailed extension letter. 1/18/13-Mailed cost letter 2nd instal 2/7/13-Emailed letter acknowledging payment 2/8/13-Mailed enjoinder letters. HR unable to locate address for Jacobowski. 2/21/13-Mailed final responsive docs on disk.		
12-21669		5.00	10.75
12-21670			1.50
12-21671	8/20/2012 .5 Initial response/Routing slip to Heather Boe 8/21/12 Investigation is not complete, cannot release. Final email sent		1.50
12-21672	1. Received request 08-20-12. 2. Ordered archived field file 08-20-12. 3. Sent initial letter via e-mail address provided 08-22-12. 4. Copies provided and final letter sent via e-mail. 08-30-12		0.50
12-21673			
12-21674	8/21/2012 - 1 Email to Cindy P. about law libraries. Workflow to Autumn for policies/initial Response sent/Workflow to Sherry Jones 9/5/12/Autumn sent responsive policy 9/11/12/Emailed follow up to Sherry Jones 9/14/12/Asked Roy Gonzalez for the documents/Roy sent responsive documents/Nothing responsive for Item 3 10/10/12/Rec'd request for payment info to get docs on a disk/Sent a letter to requestor with CD info 11/6/12		1.50 3.00
12-21675	assigned to Becky Johnson  08/21/12 Mailed initial/clarification letter/Routed routing slip to pdc for item #208/29/12/Responded to clarification letter/Routed 2nd routing slip to pdc for item #1 09/10/12/Mailed final letter-informing of no responsive documents.		2.50
12-21676		0.50	0.50
12-21677			
12-21678	1. Received request. 08-20-12 2. Routed items 1 and 2 to CRCC PDC 08-22-12 3. Routed items 2 to WCC PDC 08-22-12 4. Sent initial letter 08-22-12 5. Clarification letter received 08-30-12 6. Response to clarification sent 09-06-12 7. First installment of 167 pages offered to requestor. 10-26-12 8. First installment CD sent. 12-20-12 9. Cost letter for second installment. 388 pages offered. 02-12-13 10. Payment for second installment received. 03-07-13 11. Second installment sent to requestor. 03-13-13 12. Cost letter for third installment sent. 04-23-13 13. Payment for third installment received. 05-22-13 14. Third and final installment CD sent. 05-29-13	8.00	20.00
12-21679	1. Received request 08-20-12 2. Routed item 2 to Tina Coleman/Inmate Accounts to gather. 08-22-12 3. Sent initial letter 08-22-12 4. Cost letter sent 09-20-12. 5. Payment received. 10-18-12 6. Final letter and records CD sent. 10-22-12	0.30	1.50
12-21680			

PD LOG #	Requested Items	To Do Date	To Do Status
12-21667			Initial
12-21668	Requested copy of last Board Decision and Reasons.		Initial
12-21669	1. Any and all correspondence to and from Belinda Stewart, Liz Weinandt, Jeffrey Uttecht, Scott Frakes, Michael Douglas, David Bailey, Lorrie Collins, and any DOC staff regarding visitors complaints, comments, and grievances for CRCC MSC and CRCC MSU between the dates of 03/01/2011 and 09/01/12.	1/18/2013	Other
12-21670	8/20/12 5 day letter sent 8/29/12 cost letter sent 9/7/12 final letter w/documents mailed		Initial
12-21671	-all docs pertaining to investigation case # 07-0001-12-3124		Waiting-Someone else
12-21672	1. A copy of completion of drug and alcohol treatment. 2. A copy of completion of parole or records saying you were compliant with your parole agreement.	10/3/2012	Route
12-21673			Initial
12-21674	1. Any and all documents pertaining to the DOC's legal duty to provide incarcerated offenders with meaningful access to the courts. 2. What legal reference materials should the prison law libraries contain? Hence, there is a list of legal reference materials required for meaningful access to the courts. 3. The Attorney General's Office recommended that DOC law libraries contain specific legal reference materials and I hereby request that list.	11/10/2012	Waiting-Someone else
12-21675			Initial
12-21676	1. All correspondence, notes, memos, emails, drafts and other documents related to the amendment of Section F of Offender Health Plan (OHP) on 11/12/10, which shows the reason for the amendment. 2. All correspondence, notes, memos, emails, drafts and other documents related to the amendment of WAC 137-91-010 in 2010, which shows the reason for the amendment.	10/10/2012	Initial
12-21677			Initial
12-21678	1. Complete central file. 2. Any and all memos, e-mails, letters from 05-01-1997 to 01-12-1998 and 01-01-2002 to 08-20-2012. 3. Any and all chronos from 05-01-1997 to 01-12-1998 and 01-01-2002 to 08-20-2012. 4. Print Screens, 5. Any other documents.	10/11/2012	Route
12-21679	1. Complete central file. This is being gathered in PDU-21678 2. Any and all trust account statements.	10/20/2012	Other
12-21680			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21681	Aquiningoc	Anthony	Offender	979919	8/20/2012	Siverts, Jacqueline L. (DOC)	CF, all disclosable docs- emails, chronos, print screens, and any other docs about him	11/29/2012	3 Closed	In Unit	148		6
12-21682	Moreland	Rodney	Offender	305772	8/20/2012	DOC CRCC PDU	memo dated 7/24/12 about "Revised job categories and screening requirements" from Superintendent Uttecht		0 New	Out of Unit			
12-21683	Johns	James	Offender	887744	8/20/2012	DOC WSP PDU	J&S		0 New	Out of Unit			
12-21684	Bender	Jesse	Offender	358537	8/20/2012	DOC CRCC PDU	J&S for case # 11-1-00001-1		0 New	Out of Unit			
12-21685	Moreland	Rodney	Offender	305772	8/20/2012	Peterson, Terrina D. (DOC)	all emails about him to various staff from 7/25/12-8/15/12	10/25/2012	3 Closed	In Unit	391	391	
12-21686	Zamora	Paul	Offender	869258	8/20/2012	DOC LCC PDU	J&S for case # 11-1-00791-9		3 Closed	Out of Unit	10		0.25
12-21687	McConnell	Phillip	Offender	339318	8/20/2012		contract AC Hensley signed about discussing another i/m's crimes	3/27/2013	3 Closed	In Unit	114	0	6
12-21688	VanBouchaute	David	Offender	836180	8/20/2012	DOC AHCC PDU	J&S		2 Waiting	Out of Unit	47		3
12-21689	Rodgers	Curtis	Offender	243555	8/20/2012	DOC WSP PDU	J&S for each conviction		0 New	Out of Unit			
12-21690	Kirk	Sheral	Attorney	782470	8/20/2012	Siverts, Jacqueline L. (DOC)	Daren Suiter #782470 reports, photographs, ect regarding incident in kitchen	9/13/2012	3 Closed	In Unit	17	17	2
12-21691	Berlin	Jennifer	Citizen	985112	8/20/2012	Peterson, Terrina D. (DOC)	Danny Gillihan 985112 completion of SOTP	8/21/2012	3 Closed	In Unit	1		1.5
12-21692	Ronnei	Marilyn	Other Government Ag	903395	8/20/2012	Siverts, Jacqueline L. (DOC)	Jerry Swagerty 903395 infraction history		3 Closed	In Unit	99	99	3
12-21693	Malone	John	Offender	964218	8/20/2012	Terrell, Paula L. (DOC)	completion of supervision	9/13/2012	3 Closed	In Unit			3.5
12-21694	Gregory	James	Offender	832218	8/20/2012	Garland, Kari A. (DOC)	treatment summary from TRCC	8/29/2012	3 Closed	In Unit	0	0	1.5
12-21695	Kuhn	Michelle	Citizen	816521	8/21/2012	DOC CBCC PDU	Gerald Cole #816521. Any and all info regarding surveillance cameras between 8/11/12-8/18/12 for B Unit at CBCC	9/4/2012	3 Closed	Out of Unit	2	2	0.25

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21681		No		5.00					Anthony Aquiningoc	OHR-16221
12-21682		No							Rodney Moreland	
12-21683		No							James Johns	
12-21684		No							Jesse Bender	
12-21685		No							Rodney Moreland	
12-21686		No						Yes	Paul Zamora	
12-21687		No		6.00					Phillip McConnell	
12-21688		No							David VanBouchaute	
12-21689		No							Curtis Rodgers	
12-21690	Yes			2.00			Lloyd Herman & Associates, P.S		Sheral Kirk	OHR-16088
12-21691	Yes			1.50					Jennifer Berlin	
12-21692	Yes			3.00			DSHS		Marilyn Ronnei	OHR-16102
12-21693	No			2.00					John Malone	9/13/12 placed file in bin to be filed in pd file room. No port done. 10/24/12 placed FF in bin to be returned to archives
12-21694	No			1.50					James Gregory	
12-21695	No			0.25					Michelle Kuhn	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21681	8/22/2012	8/27/2012		Photocopy	2012-8	11/23/2012		
12-21682		8/27/2012			2012-8	8/27/2012		
12-21683		8/27/2012			2012-8	8/27/2012		
12-21684		8/27/2012			2012-8	8/27/2012		
12-21685	8/21/2012	8/27/2012		Compact Disk	2012-8		\$ 1.69	10/19/2012
12-21686	8/23/2012	8/27/2012			2012-8	9/17/2012	\$ 2.85	
12-21687	8/21/2012	10/10/2012			2012-8	10/23/2012	\$ -	
12-21688	8/24/2012	8/27/2012			2012-8	8/27/2012	\$ 11.70	
12-21689		8/27/2012			2012-8	8/27/2012		
12-21690	8/23/2012	8/27/2012			2012-8	8/27/2012	\$ 4.70	9/13/2012
12-21691	8/21/2012	8/27/2012			2012-8	8/27/2012		
12-21692	8/23/2012	8/27/2012			2012-8	8/27/2012		
12-21693	8/24/2012	8/27/2012			2012-8	9/14/2012		
12-21694	8/24/2012	8/27/2012			2012-8	11/20/2012	\$ -	
12-21695	8/21/2012	8/28/2012			2012-8	8/28/2012	\$ 0.85	9/4/2012

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21681	1. Received request 08-20-12. 2. Routed to PDC at CRCC and WCC to gather material for items 1, 2, and 3. 08-22-12. 3. Sent initial letter 08-22-12. 4. Letter sent from Mr. Aquiningoc clarifying items 7 and 8 received at PDU 08-29-12. 5. Response to letter sent from PDU. 09-06-12 6. Received responsive records CRCC 10-04-12 7. Cost letter sent first installment. 10-23-12 8. 30 days no payment. Request closed. 11-29-12	1.00	5.00
12-21682			
12-21683			
12-21684			
12-21685	8/21/2012 1 Initial Response sentWorkflow to CRCC9/11/12Follow up email to CRCC 9/12/12rec'd emails from CRCCconverted emails/attachmentsworkflow sent to AHCC (10/03/12) 9/17/12Redactions done for CRCC emaileson Denise/Jamie Task Q 9/26/12Cost/clarification Letter (321 pgs) 10/4/12Rec'd emails from AHCC, wait for 1st install payment before continuing 10/23/2012rec'd payment for 1st instalmailed 1st install (321pgs on disk) 10/25/2012nd/final installment emailed. 70 pgfinal letter mailed to requestor		10.00
12-21686	Sent Cost Letter to Zamora8/23/12 second notice was sent out on 9/21/12 10/4/12 no payment received, doing an administrative close.		
12-21687	08/21/12 Sent out initial letter & clarification for item #2.Route emails to pdc9/5/12Mailed out 2nd letterEmailed 2nd routing slip to pdc 10/12/12Mailed enjoinder letters to all parties notifying them that they have until 10/23/12 to contact me if they'd like to seek an enjoinderment. 10/18/12Received call from Hensley stating that she will seek enjoinderment-Informed Hensley that she had until 10/23/12 to fax me a copy of the enjoinderment. 10/24/12Mailed cost letter to requestor. 3/27/13- Administratively closed.	3.75	2.25
12-21688		1.00	
12-21689			
12-21690	1. Received request 08-20-12 2. Sent initial letter 08-23-12 3. Routed to Sarah Vansot to gather requested documents. 08-23-12. 4. 17 pages of copies gathered. Cost letter sent. 08/28/12. 5. Payment of \$4.70 received. Copies sent. 09-13-12	1.00	1.00
12-21691	8/21/12 1.5 confirmed with SOTP that there isn't a certificate of completion. The only thing that shows completion is DT36Initial/final response sent with dt36 screenshot attachment		
12-21692	1. Received request 08-21-12 2. Requested archived CF 08-22-12 3. Sent initial letter 08-23-12 4. 99 pages redactes, exemption log, and final letter sent via e-mail to requestor. 09-26-12		3.00
12-21693	Need to request archived FF.  \$\$Cost letter due 9/14/12\$\$ Can e-mail closure forms.		
12-21694	9/13/12 e-mailed records and final letter.  08/21/12 Ordered archived CF 08/23/12 Sent RS to TRCC (due 9/13/12) 08/24/12 Sent int 5-day response via email (61/112012) 08/29/12 Recd email from Mr. Gregory cancelling his request. Request closed. 08/29/12 Received & returned archived CF 08/29/12 Cancelled workflow/route slip and sent an email to TRCC to inform them the request has been cancelled.		1.50
12-21695	REQUEST CANCELLED - PDU Folder to file room bin		0.25

PD LOG #	Requested Items	To Do Date	To Do Status
12-21681	1. Complete central file. 2. Any and all memos, e-mails, letters, or chronos from 12-19-95 to 08-06-96 and 07-10-11 to 08-20-12. 3. Any and all release plan. 4. Print Screens. 5. Any other documents.	10/4/2012	Route
12-21682			Initial
12-21683			Initial
12-21684			Initial
12-21685	Copies of all emails to and from CRCC staff between July 25th and August 15, 2012 regarding Mr. Moreland	10/31/2012	Prep Records
12-21686			Route
12-21687	1. A copy of the contract that AC Hensley signed about a year ago related to staff discussing other inmate/s crimes and looking up inmate's information on the computer. 2. A copy of Kathleen Hensley's personnel file. 3. A copy of Kathleen Hensleys training file.	10/23/2012	Other
12-21688			Initial
12-21689			Initial
12-21690	Any reports, photographs, etc., about Daren Suiter #782470 regarding the incident that occurred at the Brown Stone Work Release on 02-04-12. This request was routed to Sarah Vansot on 08-23-12.	9/28/2012	Other
12-21691	Confirmation of SOTP completion (DT36)		Initial
12-21692	Infraciton reports for Jerry L. Swagerty #903395 Archived central file has been requested  Psychological evaluations, medicatons prescribed, treatment, and discharge summaries have been forwarded to Health Records to process.	9/11/2012	Other
12-21693	1. Supervision closure reports.		Initial
12-21694			Other
12-21695			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21696	Skinner	Lisa	Provider	891972	8/21/2012	Shambberg, Virginia B. (DOC)	Christopher Berte #891972. Employment work records	9/17/2012	3 Closed	In Unit	1	1	
12-21697	Lopez	Angelo	Offender	338944	8/21/2012	DOC WSP PDU	Angelo Lopez #338944. J&S		0 New	Out of Unit			
12-21698	Olson	Gene	Offender	882940	8/21/2012	DOC ES1 PDU	Gene Olson #882940. Report of time served for case #10-1-00070-2	8/28/2012	3 Closed	Out of Unit			
12-21699	Drake	David	Offender	746103	8/21/2012	DOC SCCC PDU	David Drake #746103. Marriage certificate		0 New	Out of Unit			
12-21700	Tolliver	Karen	Citizen	312267	8/21/2012	DOC WSP PDU	Blair Tolliver #312267. Complete DOC file		0 New	Out of Unit			
12-21701	F	Gail	Other Government Ag	836674	8/21/2012	DOC EVERETT PDU	Matthew Caldwell #836674. Supervision records		0 New	Out of Unit			
12-21702	Ewing	Charles	Offender	854836	8/21/2012	DOC CRCC PDU	Charles Ewing #854836. Any and all public records disclosed pertaining to Charles Ewing for the months of June, July and August of 2012		0 New	Out of Unit			
12-21703	Jennings	Steven	Offender	727504	8/21/2012		Steven Jennings #727504. Any and all documents related to investigation of Steven Jennings about threats to others, intimidation.	12/10/2012	3 Closed	In Unit	30	30	8
12-21704	Encinas	Roman	Offender	734859	8/21/2012	Shambberg, Virginia B. (DOC)	Roman Encinas #734859. Copy of notice of violation from 9/5/2003 to 5/18/2004. Case #95-100218-3	9/12/2012	3 Closed	In Unit	5	5	
12-21705	Hernandez	Vanessa	Attorney	249448	8/21/2012	Siverts, Jacqueline L. (DOC)	Linda Phillips #249448. CF	8/23/2012	3 Closed	In Unit	3	3	1
12-21706	Stephenson	Andrew	Offender	868271	8/21/2012	Peterson, Terrina D. (DOC)	Andrew Stephenson #868271. All confidential info and reports pertaining to infractions 603, 714	10/30/2012	3 Closed	In Unit	138		5
12-21707	Carter	Wayne	Citizen		8/21/2012		Copy of 2011-2013 Native American Religious budget and contract made between DOC and United Indians of all Tribes Foundation	9/17/2012	3 Closed	In Unit	24	24	1
12-21708	Fewel	Helen	Citizen	117964	8/21/2012	Siverts, Jacqueline L. (DOC)	David Caraway #117964. Dates of incarceration while at WCC and the date of release for his fathers funeral.	9/11/2012	3 Closed	In Unit	4	4	2
12-21709	Witherspoon	Alvin	Offender	998026	8/21/2012		Alvin Witherspoon #998026. Copy of all e-mail replies from the Baker Unit Kiosk Machine that relates to all medical staff responses regarding right knee. On the following dates July 23, 25, August 2, 6 2012		3 Closed	In Unit	1		3
12-21710	W	Craig	Other Government Ag	894152	8/21/2012	DOC SRCJC PDU	John Roeder #894152. Supervision records from 3/1/03 to present		3 Closed	Out of Unit			
12-21711	M	Michelle	Attorney	955773	8/21/2012	DOC SRCJC PDU	Arthur Martinez #955773. Supervision records 8/2011 to present	9/14/2012	3 Closed	Out of Unit	22	22	
12-21712	Podrznik	Richard	Attorney		8/21/2012	Schave, Gaylene R. (DOC)	Copy of all employment records of former DOC employee, Darreis Joiner		3 Closed	In Unit			3
12-21713	Dana	Lorren	Offender	291309	8/22/2012	DOC SRCJC PDU	UA's from 11/9/10-2/11/11	8/28/2012	3 Closed	Out of Unit	1		

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21696		No					Magnitude Consulting		Lisa Skinner	
12-21697		No							Angelo Lopez	
12-21698		No							Gene Olson	
12-21699		No							David Drake	
12-21700		No							Karen Tolliver	
12-21701		No					SSA		Gail F	OHR-16103 CD-2902
12-21702		No							Charles Ewing	
12-21703		No							Steven Jennings	
12-21704		No							Roman Encinas	
12-21705		No		1.00			American Civil Liberties Union		Vanessa Hernandez	
12-21706		No							Andrew Stephenson	
12-21707		No		1.00					Wayne Carter	
12-21708		No							Helen Fewel	
12-21709		No							Alvin Witherspoon	
12-21710		No					SSA		Craig W	OHR-16104
12-21711		No					SSA		Michelle M	OHR-16112 CD-2903
12-21712		No					Society of Counsel Representing Accused Persons		Richard Podrznik	
12-21713		No		1.00					Lorren Dana	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21696	8/23/2012	8/28/2012			2012-8	9/20/2012	\$ 0.65	9/14/2012
12-21697		8/28/2012			2012-8	8/28/2012		
12-21698		8/28/2012			2012-8	8/28/2012		
12-21699		8/28/2012			2012-8	8/28/2012		
12-21700		8/28/2012			2012-8	8/28/2012		
12-21701		8/28/2012			2012-8	8/28/2012		
12-21702		8/28/2012			2012-8	8/28/2012		
12-21703	8/28/2012	8/28/2012	Photocopy		2012-8		\$ 8.29	12/3/2012
12-21704	8/23/2012	8/28/2012			2012-8	10/10/2012		
12-21705	8/23/2012	8/28/2012			2012-8	8/28/2012		
12-21706	8/22/2012	8/28/2012			2012-8	11/30/2012	\$ 33.69	
12-21707	8/22/2012	8/28/2012	E-Mail		2012-8	10/11/2012	\$ -	
12-21708	8/23/2012	8/28/2012			2012-8	8/28/2012		
12-21709	8/28/2012	8/28/2012			2012-8	12/20/2012		
12-21710	8/23/2012	8/28/2012			2012-8	8/28/2012		
12-21711	8/23/2012	8/28/2012			2012-8	8/28/2012		
12-21712	8/22/2012	8/28/2012			2012-8			
12-21713	8/23/2012	8/29/2012			2012-8	8/29/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21696	Assigned to Tierra Forks Bonds. reassigned to HQ's Virginia Shamborg. 5 Day letter sent out on 8/29/2012. 8/29/2012 Ordered CF from records center. 8/31/2012 Cost letter sent. 9/17/2012 Responsive document mailed.  <b>CLOSED.</b>		1.00
12-21697			
12-21698	Sent letter to incarcerated offender stating his confinement time in WA State on 8/28/12.		0.15
12-21699			
12-21700			
12-21701			
12-21702			
12-21703	initial sent 8/28/12 cst sent 11/20/12 fnl sent 12/10/12	4.00	4.00
12-21704	8/23/2012 requested file from RC 8/30/2012 Cost letter sent. 9/12/2012 Received email from Ms. Helber asking that responsive records be emailed to her.  9/12/2012 Documents sent as attachment.  <b>CLOSED.</b>		1.00
12-21705	1. Request received 08/21/2012 2. Copies sent to requestor via e-mail. 08-23-2012.		1.00
12-21706	8/22/12 .5 Initial responseRouting Slip to Sheri izatt (SCCC)9/6/12rec'd records and audio.Waiting on I&I investigation from Sheri 9/12/12Review for redactions complete.on jamie/denise task Q (due date 9/26/12) 9/13/12Rec'd phone callsWaiting for 1st hearing from Sheri 9/17/12 rec'd 1st hearing 10/3/12Extention Letter Sent 10/30/12Cost Letter sent 12/19/2012NO responseFile Closed		
12-21707	08/22/12 Emailed initial letterSent routings to pdc's9/13/12Sent additional routing slip to accounting. 9/17/12 Emailed responsive documents.	0.50	0.50
12-21708	1. Received request on 08-22-12 2. Routed request for ISRB file to Robin Riley on 08-22-12 3. Sent initial letter via e-mail to Ms. Fewel 08-23-12 4. Sent information to Jackie Siverts via e-mail on 8-28-2012/rr 5. Final letter and documents sent to Requestor 09-11-12		2.00
12-21709	initial sent 8/28/12 cst sent 11/20/12	1.00	2.00
12-21710	Assigned to Levy Vidal Requestor called on 8/27/2012 and only wants the medical records.		0.80
12-21711	Assigned to Lorie Price		0.50
12-21712	Employee now works at Employment Security where DOC sent his file. Waiting for clarification if requester wants me to look through all MIICC archived investigation files. 2/25/13 no response administratively closed	2.00	1.00
12-21713	Assigned to Tammy Larson Completed 1 page emailed.		

PD LOG #	Requested Items	To Do Date	To Do Status
12-21696	You have requested disclosure documents from the file of Christopher Glen Berte's to include employment work history records.		Initial
12-21697			Initial
12-21698			Initial
12-21699			Initial
12-21700			Initial
12-21701			Initial
12-21702			Initial
12-21703			Initial
12-21704	You have requested disclosure of copies of your violation notice from 9/5/2003 and 5/18/2004 which detail grounds for accusations of violations.		Initial
12-21705	Movement history for Linda Lou Phillips #249448.		Initial
12-21706	Complete investigation packet from hearing dated 7/24/12	11/30/2012	Prepare letter/denial
12-21707	1. A copy of the 2011-2013 Native American Religious Services Budget and Contract made between DOC and the United Indians of all Tribes Foundation.	10/11/2012	Initial
12-21708	I will order the ISRB files from the State Records Center 8-22-2012/Robin Riley	9/11/2012	Other
12-21709			Initial
12-21710			Initial
12-21711			Initial
12-21712	employment records for Darreis Joiner		Initial
12-21713			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21714	Green	Aaron	Offender	785636	8/22/2012	Shamberg, Virginia B. (DOC)	chronos from '97-present, Liberty, sentence docs, docs regarding risk assessment, work release, comm. custody, transfer orders, and all correspondence	1/10/2013	3 Closed	In Unit	623	623	
12-21715	Abrams	Lawrence	Offender	849618	8/22/2012	Peterson, Terrina D. (DOC)	contents of envelope, rejection # T-03-01-12-618	9/17/2012	3 Closed	In Unit			
12-21716	Howard	Anthony	Offender	937682	8/22/2012	DOC AHCC PDU	docs for cause # 031027474		2 Waiting	Out of Unit	22		1
12-21717	Lengel	Dennis	Offender	352987	8/22/2012	Siverts, Jacqueline L. (DOC)	money transfer that shows he paid medical @ WCC for his glasses		3 Closed	In Unit			1
12-21718	Hamby	Fleet	Offender	746562	8/22/2012	Shamberg, Virginia B. (DOC)	names, job positions, and address' of all SCCC or CRC members that voted to deny his hernia repair between 4/23/12-8/21/12	8/28/2012	3 Closed	In Unit			1.75
12-21719	Monschau	Mike	Offender	355529	8/22/2012	DOC MCC PDU	J&S		0 New	Out of Unit			
12-21720	Azevedo	Raymond	Offender	780620	8/22/2012	Peterson, Terrina D. (DOC)	name and address of Shannon, who sent him a Western Union M/O from Puyallup		3 Closed	In Unit	2		2.5
12-21721	Garcia	Phillip	Offender	890741	8/22/2012		financial statements		3 Closed	In Unit	3	0	1
12-21722	Pandoah	Dewson	Offender	285746	8/22/2012	DOC CRCC PDU	records about CRCC withholding trust account distribution checks		0 New	Out of Unit			
12-21723	Rebik	Dana	Media		8/22/2012		a list of all the offenders currently approved for off-site community work crews	10/26/2012	3 Closed	In Unit	106	106	16
12-21724	Baker	Mike	Media		8/22/2012		all correspondence sent between DOC and law enforcement regarding Steven Powell between 1/1/12-present	9/17/2012	3 Closed	In Unit	25	25	105
12-21725	Simas	Tony	Offender	887218	8/22/2012	Shamberg, Virginia B. (DOC)	all postage transfers from 2006-2011	9/10/2012	3 Closed	In Unit	41	41	
12-21726	Dallaserra	Sadie	Other Government Ag	921116	8/22/2012	Siverts, Jacqueline L. (DOC)	Thomas Bell 921116 hazardous waste cleanup certificate	9/12/2012	3 Closed	In Unit	3	3	1
12-21727	Potts	Jillian	Citizen	847527	8/22/2012		Shane Carlson 847527 all #'s dialed from his i/m pin from 5/1/12		3 Closed	In Unit	9		4.5
12-21728	Lee	Melissa	Attorney		8/20/2012	Schave, Gaylene R. (DOC)	Drug Recognition Expert training records and contracts		3 Closed	In Unit	557	557	16
12-21729	Winner	Tim	Offender	339213	8/23/2012	DOC SRCJC PDU	Incarceration dates	8/24/2012	3 Closed	Out of Unit	2		

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21714		No							Aaron Green	CD-2912
12-21715		No							Lawrence Abrams	
12-21716		No		1.00					Anthony Howard	
12-21717		No		1.00					Dennis Lengel	
12-21718		No							Fleet Hamby	
12-21719		No							Mike Monschau	
12-21720		No							Raymond Azevedo	
12-21721		No		1.00					Phillip Garcia	
12-21722		No							Dewson Pandoah	
12-21723		No		16.00			Q13 FOX News		Dana Rebik	
12-21724		No					Associated Press		Mike Baker	
12-21725		No							Tony Simas	
12-21726		No		1.00			US Federal Probation		Sadie Dallascerra	
12-21727		No							Jillian Potts	
12-21728		No					Columbia Legal Services		Melissa Lee	3rd installment sent for 2nd eyes STG and CI
12-21729		No							Tim Winner	

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21714	8/29/2012	8/29/2012		Compact Disk	2012-8	2/28/2013	\$ 134.10	12/18/2012
12-21715	8/22/2012	8/29/2012			2012-8	9/26/2012		
12-21716	8/24/2012	8/29/2012			2012-8	8/29/2012	\$ 6.80	
12-21717	8/24/2012	8/29/2012			2012-8	8/29/2012		
12-21718	8/28/2012	8/29/2012			2012-8	8/29/2012		
12-21719		8/29/2012			2012-8	8/29/2012		
12-21720	8/22/2012	8/29/2012			2012-8	9/28/2012		
12-21721	8/22/2012	8/29/2012			2012-8	10/11/2012	\$ 1.05	
12-21722		8/29/2012			2012-8	8/29/2012		
12-21723	8/23/2012	8/29/2012		E-Mail	2012-8	10/26/2012	\$ -	
12-21724	8/28/2012	8/29/2012		E-Mail	2012-8	8/29/2012	\$ -	
12-21725	8/23/2012	8/29/2012			2012-8	10/5/2012		
12-21726	8/24/2012	8/29/2012			2012-8	8/29/2012		
12-21727	8/29/2012	8/29/2012			2012-8	11/21/2012		
12-21728	8/27/2012	8/27/2012		Compact Disk	2012-8		\$ 1.69	4/11/2013
12-21729	8/24/2012	8/30/2012			2012-8	8/30/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21714	<p>9/6/2012 Clarification letter sent on question 1&amp;2&amp;3&amp;4  9/21/2012 received clarification back/Will sent workflow.</p> <p>Placed on task Q to have OMNI screens printed for the above offender.  Workflow sent to WCC.</p> <p>12/18/2012 Received payment/would like responsive documents placed on CD.</p> <p>12/19/2012 Sent workflow for additional documents from SRCJ.</p> <p>Received several emails from Laura Ambrosch regarding what she is gathering, i have responded..she is out till the 2nd of Jan. i told her to get ahold of me when she returns.</p> <p>12/30/2012 phone message from Mr. Greene stating he had an incorrect year and should have been appeals from 2009. He gave me a new address, stated he had everything but asked to be referred to someone on amounts due/referred him to Kimberly Johnsen.</p>	3.00	2.00
12-21715	<p>8/22/12 .5  initial response sentRouting slip sent Susan Biller (MCC)9/10/12Rec'd response from S. Biller, NO records</p> <p>9/10/12Waiting for J to talk to D about rejection</p> <p>9/17/12Sent final letter to requestorClosed file</p>		
12-21716			1.00
12-21717	<p>1. Received request 08-23-12  2. Sent initial letter and routed request for document 08-24-12.  3. Received reply from Business office and CRCC, no documents responsive 09-13-12.  4. Final No Records letter sent to requestor 09-17-12.</p>	0.25	0.75
12-21718	<p>Workflow sent to SCCC PDC to gather responsive documents.</p> <p>There is no documentation to provide stating who voted to deny your hernia repair surgery.</p>	1.00	0.75
12-21719			
12-21720	<p>8/22/12 .5  initial response sentRouting slip sent to Sheri Izatt(SCCC)8/27/12 1Rec'd documentsSent Cost Letter</p> <p>11/6/12NO payment rec'd... Request closed.</p>	1.00	1.50
12-21721	08/22/2012 Mailed 1st responseSent routing to pdc'sMailed Cost Letter10/11/12No payment received. Administratively closed.	0.50	0.50
12-21722			
12-21723	08/23/12 Emailed initial responseEmailed routing slip to pdc's10/26/12Emailed Responsive docs.	2.00	14.00
12-21724	<p>Sent e-mail requesting records to 17 staff on 8/22/12.  Response deadline to provide records or response is 8/31/12.  Initial Response sent to requestor on 8/28/12  Follow up response sent 9/6/12  Provided responsive records via e-mail on 9/17/12</p>		
12-21725	8/23/2012 Spoke with Tina Coleman she needed clarification regarding postage transactions, we both seemed to think requestor is only seeking statements. 9/10/2012 Sent email with attachment to Mr. Simas.	0.50	1.25
12-21726	<p>1. Received request 08-23-12  2. Sent initial letter via e-mail and requested archived files. 08-23-12  3. Files received and copies prepared 08-31-12  4. E-mail letter and copies sent 09-12-12.</p>		1.00
12-21727	initial sent 8/29/12	1.50	3.00
12-21728	<p>8/27/12 sent clarification; I will start to search for records. We don't have anything with the name DRE, but do similar training just not called by that name.</p> <p>11.5.12 sent ext letter, 10 business days</p> <p>11/19/12 sent \$ letter for CD</p> <p>12/24/12 payment rec'd</p> <p>12/28/12 Terry Pernula mailed CD</p> <p>3/6/13 2nd install \$ letter mailed</p> <p>4/10/13 mailed 2nd installment</p> <p>6/13/13 \$ letter for 3rd installment</p> <p>7/15/13 sent CD; last installment close request.</p>	4.00	12.00
12-21729	Assigned to Maureen Carter Completed. Copies sent e-mail.		0.50

PD LOG #	Requested Items	To Do Date	To Do Status
12-21714	You have requested disclosure of the following items 1) Omni Chronos (1997-present) full version. 2) All documents contained in the Liberty System. 3) All documents regarding sentence structure appeal (2008-present) 4) All documents (2008-present) regarding risk assessment, release plan, work release, community custody, victim services, transfer orders, legal face sheet, cd treatment and education. 5) All correspondence including emails regarding yourself, to and from counselors/community corrections, victim services, records, doc Hq's, work release, courts and law enforcement.		Initial
12-21715	contents of envelope, rejection # T-03-01-12-618		Other
12-21716			Initial
12-21717	Document request has been routed to CRCC, WCC, and Tina Coleman.	9/14/2012	Other
12-21718	You are requesting information regarding names, job position titles and business addresses of all SCCC/DOC Medical Care Review Committee Members who have voted to deny your formal requests for hernia repair surgery between the dates of 4/23/2012 and 8/21/2012.		Initial
12-21719			Initial
12-21720	Name and address of "shannon" who sent him a money order in April or May 2012 from Puyallup, WA		Other
12-21721	1. Copies of offender Phillip Garcia #890741, trust account statements from 01/14/2011 thru 08/19/2012.	10/11/2012	Initial
12-21722			Initial
12-21723	A list of all offenders who are currently authorized to temporarily leave a prison facility to participate in approved off-site work in the community	10/26/2012	Other
12-21724	All DOC communications with Law Enforcement regarding Steven Powell from 1/1/12 - 8/22/12		Initial
12-21725	You have requested disclosure of all postage transfer transactions from 2006-2011, to include the last statement dated in 2011.		Initial
12-21726	Field file and central file has been requested from archives.	9/11/2012	Follow-Up
12-21727			Initial
12-21728	1. Records resulting from Drug Recognition Expert (DRE) training sessions in which DRE tests are performed on live human subjects, including but not limited to waivers, agreements, and consent forms signed or distributed to participants, and videotapes. 2. Data, reports, studies or findings related to DRE training sessions in which DRE tests are performed on live human objects. 3. Documents sufficient to show the funding sources for DRE training. 4. Contracts or agreements between DOC and any other entity related to DRE training in which DRE tests were performed on live human objects. 5. DOC policies, directives, operational memoranda or other instructional documents related to DRE training in which DRE tests are performed on live human subjects. 6. Documents compiled during the course of DRE training in which DRE tests are performed on live human subjects. 7. Evidence logs created during DRE training in which DRE tests are performed on live human subjects.		Initial
12-21729			Initial

PD LOG #	Last Name	First Name	Requestor Type	DOC #	Date of Receipt	Assigned To	Summary	Date of Last Action	Status	Location	# of Pages Made Avail.	# of Pages Provided	All Staff Hours
12-21730	Hipp	Pamela	Attorney	843148	8/23/2012	Peterson, Terrina D. (DOC)	all DOC records for Gordon Walker 843148	10/25/2012	3 Closed	In Unit	455	223	12
12-21731	Bluhm	Heather	Attorney	322494	8/23/2012	DOC ES2 PDU	Michael McLaughlin 322494 UA's		3 Closed	Out of Unit			
12-21732	Carrico	Franklin	Offender	970935	8/23/2012	DOC CRCC PDU	his chronos, legal face sheet, and PSI		0 New	Out of Unit			
12-21733	Pang	Martin	Offender	254392	8/23/2012	Schave, Gaylene R. (DOC)	4 week nutrition printout for mainline meals	8/27/2012	3 Closed	In Unit	28		
12-21734	Mitchell	Carlton	Offender	326857	8/23/2012	Siverts, Jacqueline L. (DOC)	any/all records with his name		3 Closed	In Unit	188		4
12-21735	Gurwell	Zechariah	Offender	840714	8/23/2012		store receipts from 1/1/12-6/4/12	3/27/2013	3 Closed	In Unit	10	10	4.75
12-21736	Hester	Lance	Attorney	997684	8/23/2012	Peterson, Terrina D. (DOC)	Terrell Jones 997684 infraction and incident reports from 7/14/12	9/18/2012	3 Closed	In Unit	16	23	
12-21737	Franklin	John	Offender	862280	8/23/2012	DOC CRCC PDU	all job screenings @ CRCC from 12/27/11-8/20/12, emails about it, and related kites. Also, policy 740.000		0 New	Out of Unit			
12-21738	Brown	Becky	Attorney	306316	8/23/2012	DOC SRCIC PDU	Patrick Horning 306316 chronos from 6/1/12-7/18/12	8/29/2012	3 Closed	Out of Unit	5		
12-21739	M	Michelle	Other Government Ag	128490	8/24/2012	DOC SRCIC PDU	Michael Cox 128490 supervision records	9/19/2012	1 Open/In-Progress	Out of Unit	0	0	
12-21740	Faulkner	Clarence	Offender	842107	8/24/2012	Terrell, Paula L. (DOC)	name and position title of Mrs. Chi and all correspondence between her and Joe Gunter regarding himself, and correspondence about law library	10/2/2013	3 Closed	In Unit	1	59	9
12-21741	Clinton	Sydney	Provider	965087	8/24/2012	DOC SCCC PDU	Kurt Angelone 965087 risk eval, legal, movement, classification, progress, intake and release info, electronic file		0 New	Out of Unit			

PD LOG #	Archived	Authorization	Barcode#	Current Month's Hours	Date of Destruction	Destruction Date Due	Firm/Business Name	Follow	Full Name	General Comments
12-21730		No					Office of Assigned Counsel		Pamela Hipp	
12-21731		Yes					Tom Cordell Attorney at Law		Heather Bluhm	
12-21732		No							Franklin Carrico	
12-21733		No							Martin Pang	
12-21734		No		4.00					Carlton Mitchell	
12-21735		No		4.75					Zechariah Gurwell	
12-21736		No		4.00			Hester Law Group		Lance Hester	8Apr15 pulled file in reference to PDU-33663. dhw 14Apr15 placed file for return to archive
12-21737		No							John Franklin	
12-21738		No					The Law Office of Thomas E. Weaver		Becky Brown	
12-21739		Yes					SSA		Michelle M	OHR-16152
12-21740		No		2.00					Clarence Faulkner	4/2/13 attached a copy of the file to email to Risk Management in response to appeal.
12-21741		No					Medrechs		Sydney Clinton	OHR-16115, CD-2913

PD LOG #	Initial Response Sent	Initial Response Due Date	Litigation Hold	Mailing format	Month	Next Due Date	Payment Amount	Payment Receipt Date
12-21730	8/23/2012	8/30/2012		Compact Disk	2012-8	11/26/2012	\$ 1.69	10/16/2012
12-21731		8/30/2012			2012-8	8/30/2012		
12-21732		8/30/2012			2012-8	8/30/2012		
12-21733	8/27/2012	8/30/2012		Photocopy	2012-8			
12-21734	8/24/2012	8/30/2012		Photocopy	2012-8	11/5/2012		
12-21735	8/24/2012	8/30/2012		Photocopy	2012-8	10/15/2012	\$ 2.65	10/1/2012
12-21736	8/23/2012	8/30/2012			2012-8	9/12/2012	\$ 5.49	9/17/2012
12-21737		8/30/2012			2012-8	8/30/2012		
12-21738	8/24/2012	8/30/2012			2012-8	8/30/2012		
12-21739	8/27/2012	8/31/2012			2012-8	8/31/2012	\$ -	
12-21740	8/31/2012	8/31/2012		Compact Disk	2012-8	7/9/2013	\$ 1.71	9/25/2013
12-21741		8/31/2012			2012-8	8/31/2012		

PD LOG #	PD Actions	PDC Hours	PDS Hours
12-21730	8/23/12 .5 Initial response sent (clarification)Ordered field and central files8/31/12 31st installment redactedwaiting on 2nd eyes denise/jamie 9/26/12Cost letter sent (232pgs) 10/16/121st installment payment rec'dbegan 2nd installment 10/25/20122nd installment cost letter emailed (223pgs) 12/19/2012NO response/paymentClosed File		
12-21731	cancelled per email dated 8/23/12		
12-21732			
12-21733	8/27/12 offered 28 pages of the Men's Nutritional Values for manilne meals. Administratively closed		0.50
12-21734	1. Received request. 08-23-12 2. Sent initial letter and routed work requests. 08-24-12 3. First installment sent. 10-31-12	2.00	2.00
12-21735	08/24/12 Mailed initial letterForwarded routing slip to pdc08/25/12 Routed 2nd routing slip to CBCC pdc. 9/6/12 Mailed out cost letter. 10/5/12 Mailed 1st installment. 10/11/13-Mailed cost letter for 2nd installment 3/27/13-Administratively closed.	3.00	1.75
12-21736	8/23/12 .5 Initial responsworkflow sent to Joni Aiyeku (WSP)9/4/12Rec'd hearing recordings, use of force video and hearing/infractio n documentsReviewed hearing/infraction documentsListened to Hearing recordingsTask for 2nd eyes due 9/12/12 9/5/12Mailed cost letter 9/18/12Mailed 16 pages and 1 cd(audio from hearing) 9/27/12Rec'd email w/ additional documents (6 pages) from WSP. Emailed Joni to confirm this was everything.Mailed additional 7 pages to requestor at no charge.		4.00
12-21737			
12-21738	Assigned to Kelly Reinitz Completed and scanned to requestor.		1.00
12-21739	Assigned to Becky Johnson, CRT2 Requestor did not want supervision records, only medical information.		0.50
12-21740	RS to CRCC Records received and saved in Outlook.  10/1/12 received letter 10/5/12 responded to letter (P confirmed my interpretation of his request)  11/9/12 sent an email asking for records regarding #5. \$\$Cost letter due 11/14/12\$\$  11/15/12 cost letter mailed CD, actual cost \$.79 x 1 \$.79 Postage +. \$.90 Total Cost  \$1.69 Record has been reviewed and batestamped. There are no redactions.  12/18/12 Payment for the CD was received. 12/21/12 Record on CD mailed. 12/19/12 received letter 12/21/12 letter which was approved by JG. This letter gives the cost to receive a hard copy of the record  Number of Pages 1 x .20	4.50	
12-21741			

PD LOG #	Requested Items	To Do Date	To Do Status
12-21730	All documents on Mr. Walker	10/26/2012	Prepare letter/denial
12-21731			Initial
12-21732			Initial
12-21733	4 week nutrition printout for mainline meals		Initial
12-21734	Any and all records with his name. Request has been forwarded to his institutions and various DOC units connected to offender.	10/15/2012	Other
12-21735	1. Copies of offender Gurwell #840714 commissary receipts for Jan 1st, 2012 thru June 4th, 2012.		Initial
12-21736	All items pertaining to an event occurring on 7/14/12 to include: Infraction reports, incident reports, a dvd/video (referenced to in the Disciplinary Hearing Minutes and Findings dated 7/20/12) and any other reports or media pertaining to this incident	10/8/2012	Other
12-21737			Initial
12-21738			Initial
12-21739			Initial
12-21740	1. Full name and position title of Ms. Che The Public Records Act is for existing identifiable records. Item #1 is for information only. I will have staff identify and gather a record which lists her name and position title; 2. All records exchanged between Mr. Joe Gunter and Ms. Che regarding your 7/31/12 request for law library time; 3. A copy of all other documents to this request. a. I interpret item #3 to mean you are requesting all records regarding your 7/31/12 request for law library time. 4. A copy of any document indicating you are not allowed to utilize the CRCC Law Library; 5. A copy of the Law Library Scheduling Order showing the legal action due dates for those utilizing the CRCC Law Library during the week of 8/20/12 to 8/24/12.		
12-21741			Initial